

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 *****

Start Time *****

End Time *****

Maximum Allowed Hours *****

Grace Period (minutes) *****

Break Duration (minutes)

Flexible

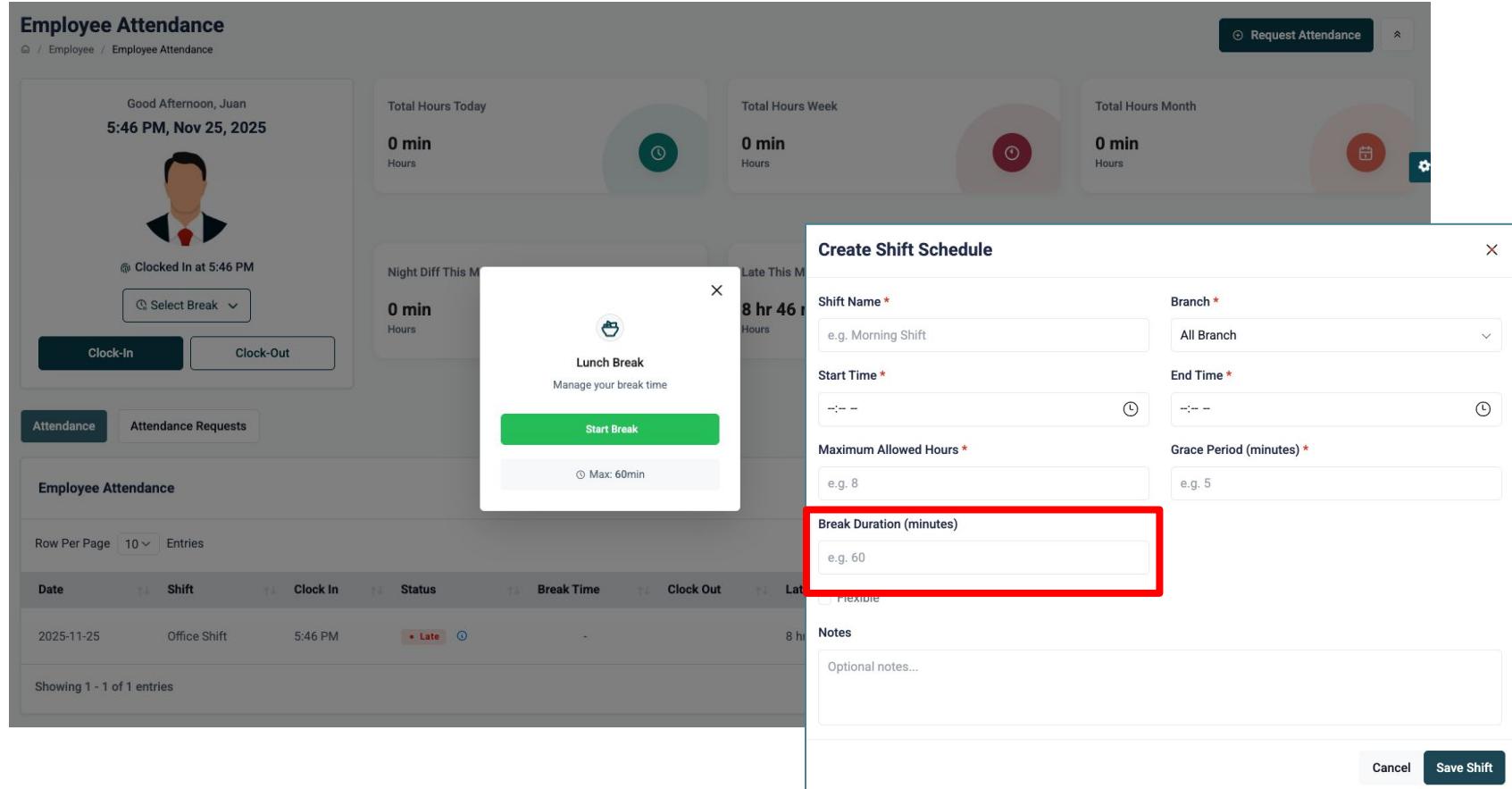
Notes

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 with a modal window for 'Create Shift Schedule'. The 'Break Duration (minutes)' field is highlighted with a red box. The modal contains fields for Shift Name, Branch, Start Time, End Time, Maximum Allowed Hours, Grace Period (minutes), and Notes. The notes field contains the placeholder 'Optional notes...'. The 'Break Duration (minutes)' field has 'e.g. 60' as an example. The 'Shift Schedule' table shows a single entry for 'Office Shift' on '2025-11-25'.

Employee Attendance

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

Total Hours Today: 0 min
Total Hours Week: 0 min
Total Hours Month: 0 min

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

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

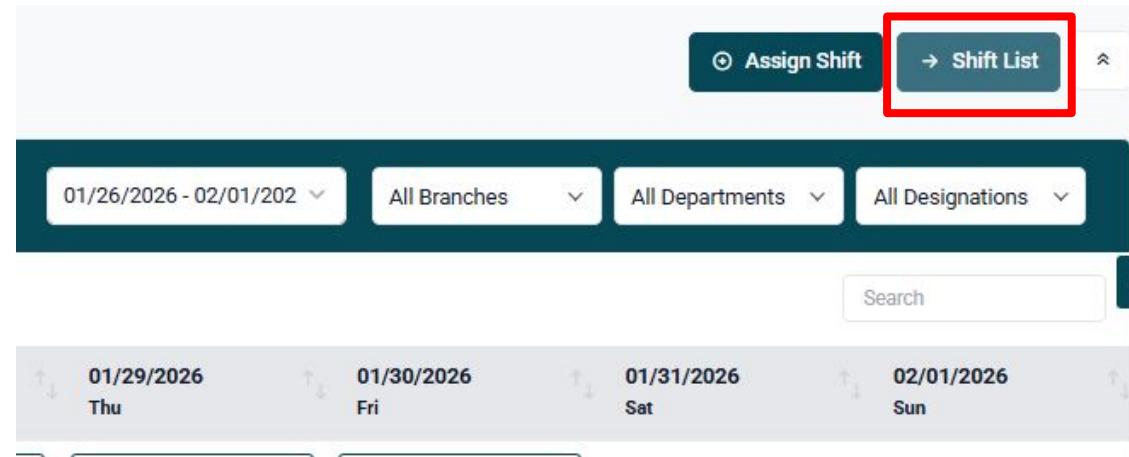
Showing 1 - 1 of 1 entries

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



The screenshot shows the top navigation bar of the application. It includes buttons for 'Assign Shift' and 'Shift List', with 'Shift List' being the one highlighted by a red box. Below the bar are four dropdown filters: Date Range (01/26/2026 - 02/01/2026), All Branches, All Departments, and All Designations. A search bar is also present. Below the filters, a weekly calendar view shows the days from Thursday, January 29, 2026, to Sunday, February 01, 2026.



The screenshot shows a table listing shift assignments. The columns are 'Created By', 'Edited By', and 'Action'. The 'Action' column contains three icons: a magnifying glass, a pencil (highlighted with a red box), and a trash can. There are two rows of data, both showing 'N/A' in the 'Edited By' column and the edit icon highlighted.

Created By	Edited By	Action
Iarian	N/A	
Iarian	N/A	

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

Enable Excess Hours

Edit Shift Schedule

×

Shift Name *	Branch *
FIXED	JAF Digital Group Inc. ▼
Start Time *	End Time *
08:00 AM 🕒	05:00 PM 🕒
Maximum Allowed Hours *	Grace Period (minutes) *
8	15
Break Duration (minutes)	Allowed Minutes Before Clock In
60	0
Leave blank if no time restriction applies.	
<input type="checkbox"/> Flexible Hours ⓘ	
<input checked="" type="checkbox"/> 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**.