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1. Pilih Master Data

2. Pilih Master Shift

The sidebar menu includes: Dashboard, Master Data (selected), Master Employee, Master Division, Master Department, Master Job Title, Master Position, Master Team Group, Master Grade, Master Allowance, Master Shift (highlighted), Master Shift Pattern, and Master Shift Roster.

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3. Klik Icon Grouping pada Master Shift yang Anda ingin tambahkan Karyawannya

Shift	Number	Workdays	Holiday is off	Action
36 jam	0 employee(s)	5	YES	[Grouping] [Edit] [Delete]
1111	0 employee(s)	dynamic	YES	[Grouping] [Edit] [Delete]
Customer Service Evening	0 employee(s)	dynamic	YES	[Grouping] [Edit] [Delete]

3

4. Klik Add Employee

Manage Shift Customer Service Evening

[SELECT ALL] [DELETE SELECTED] [ADD EMPLOYEE]

4

6. Klik **Add To Shift**

Add Employee to Shift

SELECT ALL ADD TO SHIFT

Team Group: All Team Division: All Division

10 records Search:

Staff ID	First Name	Last Name	Division	Department	JobTitle	Team
11112222	Taufik	Hidayat	HRD	Audit	(Section Head / SPV) Audit	-
AAA0001	Rio	Akbar	IT	IT	(Staff) Programmer	-
AAA0004	Rendy	Sina	R n D	Development	(Deputy Division Head) RND	-

Showing 1 to 3 of 3 entries

5. Pilih karyawan yang akan dimasukkan ke dalam shift dengan mengklik baris nama karyawan tersebut