

# Roster

## Arrange holiday for staff

Some holidays need to be applied by staffs (for example: annual leave), and some will be arranged by the company (for example: day-off).

To arrange monthly holidays for staff, go to Staff > Roster.

1. Select the appropriate month, shop, user type and access group as criteria.

**Staff roster**

Month Oct / 2018	Shop Central	User type All	User access group All	Staff Please select Ivy (007) Shirley (008) Tiffany (010) Winnie (009)
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**Shirley (008) roster**

October, 2018

This month statutory holiday: **H**  
 1-Oct-2018 National Day  
 17-Oct-2018 Chung Yeung Festival  
 Arranged count / Statutory count : 0 / 2 days  
 This year arranged count / This year statutory count : 0 / 11 days

This month arranged working days and hours :  
 31 days / 410.75 hour

This month public holiday: **H**  
 1-Oct-2018 National Day  
 17-Oct-2018 Chung Yeung Festival  
 Arranged count / Public holiday count : 0 / 2 days  
 This year arranged count / This year public holiday count : 0 / 15 days

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	<b>1</b> Central   A <input checked="" type="checkbox"/> National Day (SH) (PH)	<b>2</b> Central   A <input checked="" type="checkbox"/>	<b>3</b> Central   A <input checked="" type="checkbox"/>	<b>4</b> Central   A <input checked="" type="checkbox"/>	<b>5</b> Central   A <input checked="" type="checkbox"/>	<b>6</b> Central   A <input checked="" type="checkbox"/>	Edit Pattern
<b>7</b> Central   A <input checked="" type="checkbox"/>	<b>8</b> Central   A <input checked="" type="checkbox"/>	<b>9</b> Central   A <input checked="" type="checkbox"/>	<b>10</b> Central   A <input checked="" type="checkbox"/>	<b>11</b> Central   A <input checked="" type="checkbox"/>	<b>12</b> Central   A <input checked="" type="checkbox"/>	<b>13</b> Central   A <input checked="" type="checkbox"/>	Edit Pattern
<b>14</b> Central   A <input checked="" type="checkbox"/>	<b>15</b> Central   A <input checked="" type="checkbox"/>	<b>16</b> Central   A <input checked="" type="checkbox"/>	<b>17</b> Central   A <input checked="" type="checkbox"/> Chung Yeung Festival (SH) (PH)	<b>18</b> Central   A <input checked="" type="checkbox"/>	<b>19</b> Central   A <input checked="" type="checkbox"/>	<b>20</b> Central   A <input checked="" type="checkbox"/>	Edit Pattern
<b>21</b> Central   A <input checked="" type="checkbox"/>	<b>22</b> Central   A <input checked="" type="checkbox"/>	<b>23</b> Central   A <input checked="" type="checkbox"/>	<b>24</b> Central   A <input checked="" type="checkbox"/>	<b>25</b> Central   A <input checked="" type="checkbox"/>	<b>26</b> Central   A <input checked="" type="checkbox"/>	<b>27</b> Central   A <input checked="" type="checkbox"/>	Edit Pattern
<b>28</b> Central   A <input checked="" type="checkbox"/>	<b>29</b> Central   A <input checked="" type="checkbox"/>	<b>30</b> Central   A <input checked="" type="checkbox"/>	<b>31</b> Central   A <input checked="" type="checkbox"/>				Edit Pattern

3. Click the date.

4. Select holiday type.

- Black colour represent on duty
- Red colour represent holiday
- Press date to select holiday
- Press shift to change shift
- Press shop to change working shop
- Press [Edit pattern] to change weekly shift

**Setup holiday / Rest days at 5 October, 2018**

<---Remove holiday / rest days--->

Public Holiday  
 Official Holiday  
 Statutory Holiday  
 Holiday in Probation Period

Holidays will be shown in red.

**Shirley (008) roster**

October, 2018

This month statutory holiday: **H**  
 1-Oct-2018 National Day  
 17-Oct-2018 Chung Yeung Festival  
 Arranged count / Statutory count : 0 / 2 days  
 This year arranged count / This year statutory count : 0 / 11 days

This month arranged working days and hours :  
 30 days / 397.50 hour

This month public holiday: **H**  
 1-Oct-2018 National Day  
 17-Oct-2018 Chung Yeung Festival  
 Arranged count / Public holiday count : 0 / 2 days  
 This year arranged count / This year public holiday count : 0 / 15 days

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	<b>1</b> Central   A <input checked="" type="checkbox"/> National Day (SH) (PH)	<b>2</b> Central   A <input checked="" type="checkbox"/>	<b>3</b> Central   A <input checked="" type="checkbox"/>	<b>4</b> Central   A <input checked="" type="checkbox"/>	<b>5</b> Official Holiday <input checked="" type="checkbox"/>	<b>6</b> Central   A <input checked="" type="checkbox"/>	Edit Pattern
<b>7</b> Central   A <input checked="" type="checkbox"/>	<b>8</b> Central   A <input checked="" type="checkbox"/>	<b>9</b> Central   A <input checked="" type="checkbox"/>	<b>10</b> Central   A <input checked="" type="checkbox"/>	<b>11</b> Central   A <input checked="" type="checkbox"/>	<b>12</b> Central   A <input checked="" type="checkbox"/>	<b>13</b> Central   A <input checked="" type="checkbox"/>	Edit Pattern
<b>14</b> Central   A <input checked="" type="checkbox"/>	<b>15</b> Central   A <input checked="" type="checkbox"/>	<b>16</b> Central   A <input checked="" type="checkbox"/>	<b>17</b> Central   A <input checked="" type="checkbox"/> Chung Yeung Festival (SH) (PH)	<b>18</b> Central   A <input checked="" type="checkbox"/>	<b>19</b> Central   A <input checked="" type="checkbox"/>	<b>20</b> Central   A <input checked="" type="checkbox"/>	Edit Pattern
<b>21</b> Central   A <input checked="" type="checkbox"/>	<b>22</b> Central   A <input checked="" type="checkbox"/>	<b>23</b> Central   A <input checked="" type="checkbox"/>	<b>24</b> Central   A <input checked="" type="checkbox"/>	<b>25</b> Central   A <input checked="" type="checkbox"/>	<b>26</b> Central   A <input checked="" type="checkbox"/>	<b>27</b> Central   A <input checked="" type="checkbox"/>	Edit Pattern
<b>28</b> Central   A <input checked="" type="checkbox"/>	<b>29</b> Central   A <input checked="" type="checkbox"/>	<b>30</b> Central   A <input checked="" type="checkbox"/>	<b>31</b> Central   A <input checked="" type="checkbox"/>				Edit Pattern

### Arrange public holiday / statutory holiday

To arrange monthly public holiday / statutory holiday, go to Staff > Roster

**Shirley (008) roster**

◀ October, 2018 ▶

Click the <H> next to the public holiday.

This month statutory holiday: <b>H</b> 1-Oct-2018 National Day 17-Oct-2018 Chung Yeung Festival Arranged count / Statutory count : 0 / 2 days This year arranged count / This year statutory count : 0 / 11 days		This month arranged working days and hours : 31 days / 410.75 hour		This month public holiday: <b>H</b> 1-Oct-2018 National Day 17-Oct-2018 Chung Yeung Festival Arranged count / Public holiday count : 0 / 2 days This year arranged count / This year public holiday count : 0 / 15 days		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Central   A <input checked="" type="checkbox"/> National Day (SH) (PH)	2 Central   A <input checked="" type="checkbox"/>	3 Central   A <input checked="" type="checkbox"/>	4 Central   A <input checked="" type="checkbox"/>	5 Central   A <input checked="" type="checkbox"/>	6 Central   A <input checked="" type="checkbox"/>
7 Central   A <input checked="" type="checkbox"/>	8 Central   A <input checked="" type="checkbox"/>	9 Central   A <input checked="" type="checkbox"/>	10 Central   A <input checked="" type="checkbox"/>	11 Central   A <input checked="" type="checkbox"/>	12 Central   A <input checked="" type="checkbox"/>	13 Central   A <input checked="" type="checkbox"/>
14 Central   A <input checked="" type="checkbox"/>	15 Central   A <input checked="" type="checkbox"/>	16 Central   A <input checked="" type="checkbox"/>	17 Central   A <input checked="" type="checkbox"/> Chung Yeung Festival (SH) (PH)	18 Central   A <input checked="" type="checkbox"/>	19 Central   A <input checked="" type="checkbox"/>	20 Central   A <input checked="" type="checkbox"/>
21 Central   A <input checked="" type="checkbox"/>	22 Central   A <input checked="" type="checkbox"/>	23 Central   A <input checked="" type="checkbox"/>	24 Central   A <input checked="" type="checkbox"/>	25 Central   A <input checked="" type="checkbox"/>	26 Central   A <input checked="" type="checkbox"/>	27 Central   A <input checked="" type="checkbox"/>
28 Central   A <input checked="" type="checkbox"/>	29 Central   A <input checked="" type="checkbox"/>	30 Central   A <input checked="" type="checkbox"/>	31 Central   A <input checked="" type="checkbox"/>			

Public holiday and statutory holiday will be set to holiday.

**Shirley (008) roster**

◀ October, 2018 ▶

This month statutory holiday: <b>H</b> 1-Oct-2018 National Day 17-Oct-2018 Chung Yeung Festival Arranged count / Statutory count : 0 / 2 days This year arranged count / This year statutory count : 0 / 11 days		This month arranged working days and hours : 29 days / 384.25 hour		This month public holiday: <b>H</b> 1-Oct-2018 National Day 17-Oct-2018 Chung Yeung Festival Arranged count / Public holiday count : 2 / 2 days This year arranged count / This year public holiday count : 2 / 15 days		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Public Holiday <input checked="" type="checkbox"/> National Day (SH) (PH)	2 Central   A <input checked="" type="checkbox"/>	3 Central   A <input checked="" type="checkbox"/>	4 Central   A <input checked="" type="checkbox"/>	5 Central   A <input checked="" type="checkbox"/>	6 Central   A <input checked="" type="checkbox"/>
7 Central   A <input checked="" type="checkbox"/>	8 Central   A <input checked="" type="checkbox"/>	9 Central   A <input checked="" type="checkbox"/>	10 Central   A <input checked="" type="checkbox"/>	11 Central   A <input checked="" type="checkbox"/>	12 Central   A <input checked="" type="checkbox"/>	13 Central   A <input checked="" type="checkbox"/>
14 Central   A <input checked="" type="checkbox"/>	15 Central   A <input checked="" type="checkbox"/>	16 Central   A <input checked="" type="checkbox"/>	17 Public Holiday <input checked="" type="checkbox"/> Chung Yeung Festival (SH) (PH)	18 Central   A <input checked="" type="checkbox"/>	19 Central   A <input checked="" type="checkbox"/>	20 Central   A <input checked="" type="checkbox"/>
21 Central   A <input checked="" type="checkbox"/>	22 Central   A <input checked="" type="checkbox"/>	23 Central   A <input checked="" type="checkbox"/>	24 Central   A <input checked="" type="checkbox"/>	25 Central   A <input checked="" type="checkbox"/>	26 Central   A <input checked="" type="checkbox"/>	27 Central   A <input checked="" type="checkbox"/>
28 Central   A <input checked="" type="checkbox"/>	29 Central   A <input checked="" type="checkbox"/>	30 Central   A <input checked="" type="checkbox"/>	31 Central   A <input checked="" type="checkbox"/>			