

Shifts and rosters

Human resources and payroll

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Define work shifts and assign them to employees so attendance and lateness are measured correctly.

Intermediate · About 20 minutes · Version 1.0 · Updated 17 November 2026

Plan availability

Included in the **Enterprise** plan. Contact us if you want to upgrade.

Overview

A **Shift Type** defines working hours, such as 8:00 to 17:00. A **Shift Assignment** gives a shift to an employee for a period. Shifts help the system judge whether staff arrived late, left early or worked a half day.

Prerequisites

A list of the shifts your business runs, and your employees created.

Steps

Create a shift type

1. Search for **Shift Type** and click **Add Shift Type**.
2. Enter a name, for example *Day Shift*, with the **Start Time** and **End Time**.
3. Set the **Grace Period** for late entry and early exit, in minutes.
4. Set the working hours that count as a **Half Day** and as **Absent**.
5. Save.

Assign shifts

1. Search for **Shift Assignment** and click **Add Shift Assignment**.
2. Choose the **Employee**, **Shift Type**, **Company** and the **Start Date**. Leave the **End Date** empty for an open-ended assignment.
3. Save and submit.

For many people, use **Shift Assignment Tool** or assign a **Default Shift** on each employee.

Night shifts

Set the end time earlier than the start time, for example 22:00 to 06:00, and the system treats it as crossing midnight.

Practical example

A pharmacy runs *Morning* (7:00 to 15:00) and *Evening* (15:00 to 23:00). Each week the manager assigns people to one or the other. Anyone who clocks in more than 15 minutes late is flagged as late.

Important notes

- Shifts alone do not record attendance. Attendance still needs to be marked manually or captured from a clock-in device. See Attendance and Biometric attendance.
- A person can have only one shift at a time.
- Overtime pay needs its own salary component. See Salary components and structures.

Common mistakes

- Overlapping assignments for the same employee.
- Forgetting the grace period, so many people look late.

Next steps

Read Employee advances and salary deductions.

Related documentation

- Attendance
- Employees
- Running payroll and payslips