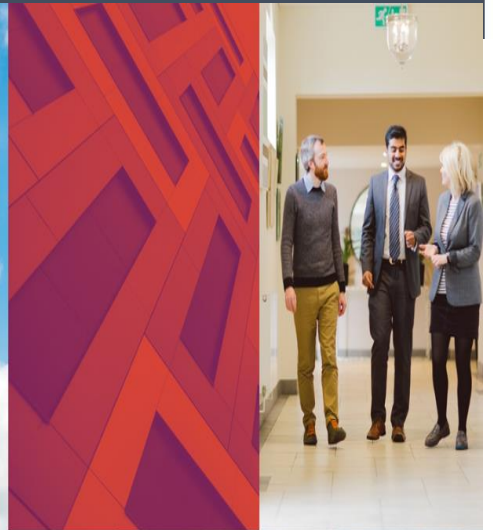
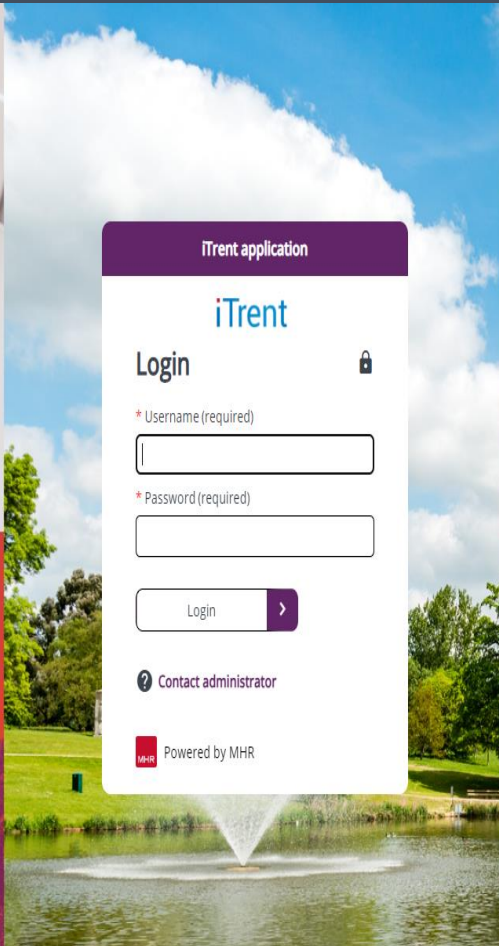




University of Essex

Essex Hours

Quick guide: Recurring and multiple shifts



Quick guide: Creating recurring shifts

1. If you would like the same shift to appear on multiple days, you can create a recurrence when setting up the shift. To do this, start the shift as you normally would: entering the start date, task type, start time, end date and end time.
2. Under the recurrence pattern (in the 'Task details' section), choose the recurrence that you want e.g. daily.
3. You can then enter the number of occurrences.

For example, if you wanted the same shift every weekday you could enter the recurrence pattern of "Daily" and choose "Every weekday".

— Task details

Default unpaid time

Record breaks

Use task recurrence pattern


Recurrence pattern

Unlinked tasks

Every day(s)

Every weekday

Recurrence range End after* occurrences

End by 

If you wanted to set the shift up for Monday to Wednesday you would enter the start date as a Monday and choose every 1 day and end after 3 occurrences.

— Task details

Default unpaid time

Record breaks

Use task recurrence pattern


Recurrence pattern

Unlinked tasks

Every* day(s)

Every weekday

Recurrence range End after* occurrences

End by 

There are lots of different options to choose from, but by using a recurrence pattern it makes it quicker to set up regular shifts.

Note: if you choose to allocate a person to the shift it will only allocate them to the first shift; it won't allocate them to the recurrence

Quick guide: Creating multiple shifts

If you require more than one shift, for example you have got two catering assistants working on Monday between 8am–6pm, you can set up multiple shifts in one instance.

1. Start the shift as you normally would, entering the start date and choosing the task type.
2. Complete the start time, end date and end time.
3. Underneath the end time is a tick box called 'Create multiple shifts'. Check this box and an additional box called 'Quantity' will appear. Enter the number of shifts you need (in this example it would be 2).
4. If you need to create a recurrence pattern (see section above) you can also do this; if not, click save.
5. When you look at the roster overview calendar you will now see a circle with the number of shifts against it.

Note: if you wish to allocate the shifts you can do so, but you will only be able to allocate one person on this screen, and you'll then need to go into the other shift to allocate it, or allocate via the bulk allocation screen.

Shift Details - New ✕

Start date*

Tasks*

Start time*

End date*

End time*

Create multiple shifts

Quantity

Roster overview calendar WPDN -1000

PEOPLE VIEW **SHIFT VIEW** ◀◀ Mon Jun 10 2024 to Sun Jun 16 2024 ▶▶

	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16
WPDN - On Demand 08:00 - 14:00	○	○	○	○	○		
WPDN - On Demand 08:00 - 18:00	○ x 2	○ x 2	○ x 2	○ x 2	○ x 2		
Total time	26:00	26:00	26:00	26:00	26:00	00:00	00:00