

Schedule No.

Description

Schedule Type

Weekly

Clocking Schedule

Range

General

Rounding

Break

Overtime

Weekday	Day Type									Edit
Monday	Workday									
Tuesday	Workday									
Wednesday	Workday									
Thursday	Workday									
Friday	Workday									
Saturday	Restday									
Sunday	Restday									

Round to nearest minutes										
Rounding										
Deduct late-in time or early-out time from work time if more than (minutes)										
Break time duration for flexi-break range in minutes										
Deduct actual break time form work time		☐	☐	☐	☐	☐	☐			

Important: * is a required field