



Add Shift

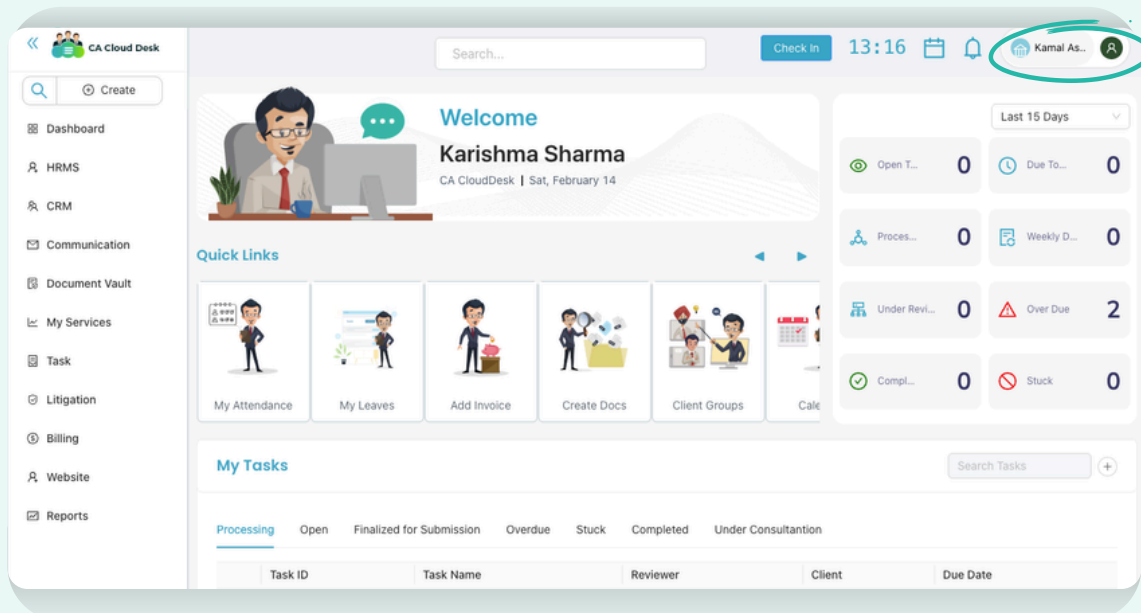
CA CloudDesk





Step 1: Go to Dashboard, then select Profile

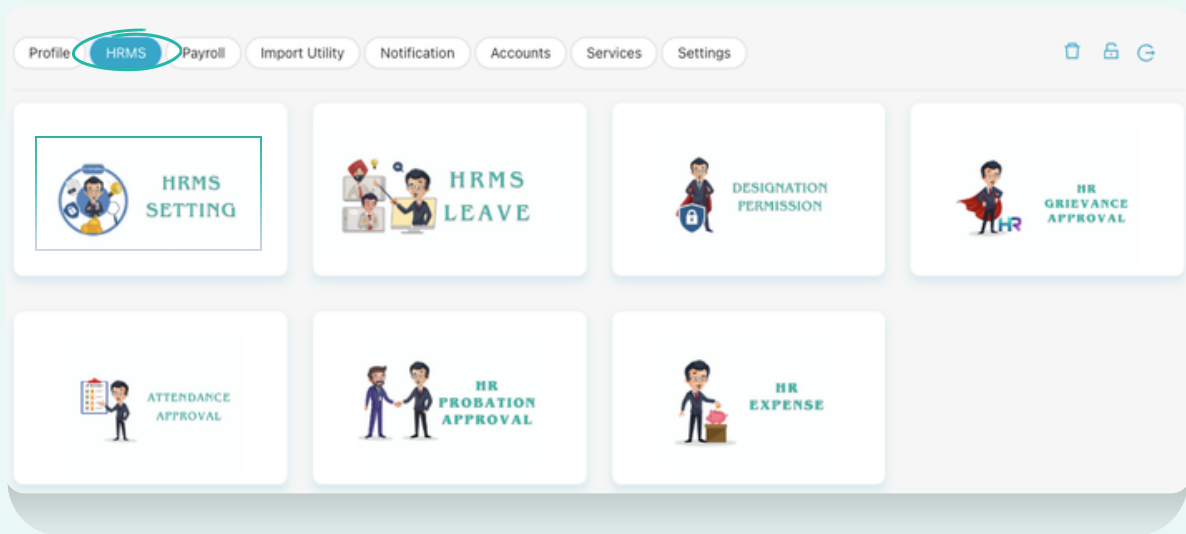
From the main Dashboard, click your profile icon from the top-right corner of the header to open your profile area.



Step 2: Select HRMS, then HRMS Setting

- In the left navigation sidebar, click HRMS.
- On the HRMS page, use the top tabs and select HRMS Setting .

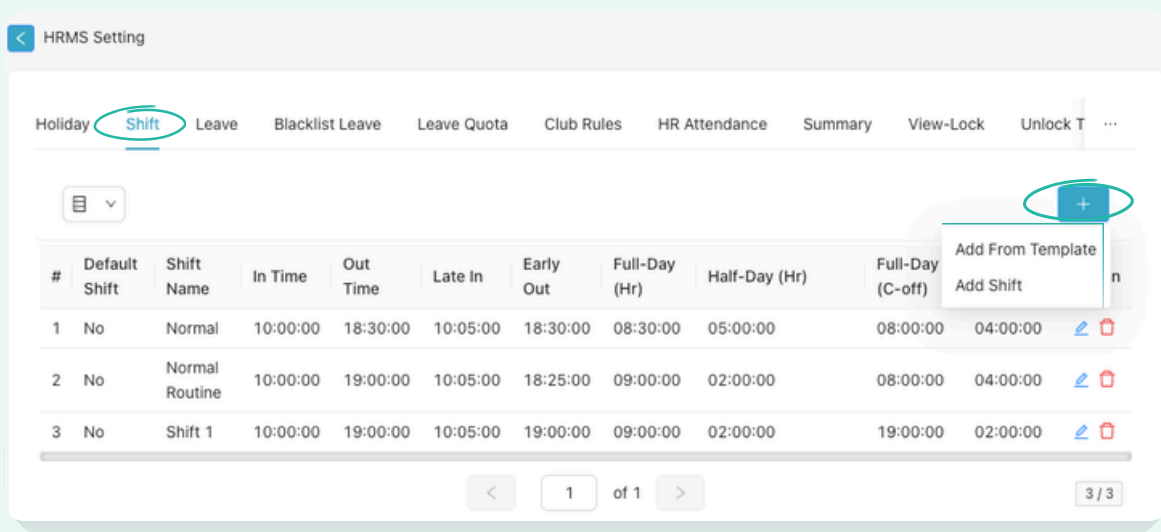




Step 3: Select shift tab and use the + icon





Inside HRMS Setting, click the Shift tab. Then click the blue + button (top right of the shift table). You will see two options:

- (a) Add From Template - to copy from predefined shift templates
- (b) Add Shift - to create a new shift manually.



A: Add from Template

- Opens the Shift Template modal with a table of predefined shifts (e.g. Early Morning, Late Morning, Normal, Normal Routine).
- Each row shows Shift Name, In Time, Out Time, Late In, Early Out, Full-Day (Hr), Half-Day (Hr), Full-Day (C-off), Half-Day (C-off).
- Use the duplicate/action icon on a row to add that template as a new shift.

#	Shift Name	In Time	Out Time	Late In	Early Out	Full-Day (Hr)	Half-Day (Hr)	Full-Day (C-off)	Half-Day (C-off)	Action
1	Early Morning	07:00:00	16:00:00	07:05:00	15:55:00	08:55:00	05:00:00	08:00:00	04:00:00	
2	Late Morning	11:00:00	20:00:00	11:05:00	19:55:00	08:55:00	05:00:00	08:00:00	04:00:00	
3	Normal	10:00:00	19:00:00	10:05:00	18:55:00	08:55:00	05:00:00	08:00:00	04:00:00	
4	Normal Routine	08:30:00	21:00:00	10:05:00	18:55:00	08:55:00	05:00:00	12:00:00	06:00:00	

B: Add Shift

- Opens the Add Shift form to create a shift manually. Fill in:
- Shift Name (required)
- In Time, Out Time (required) — use the time picker
- Late In, Early Out (required)
- Full-Day Time, Half-Day Time (required)
- Full-Day Comp-Off, Half-Day Comp-Off (required)
- Mark as Default — checkbox to set as default shift
- Click Save to add the shift.



Add Shift

Shift Name ⓘ *

In Time ⓘ *

Out Time ⓘ *

Late In ⓘ *

Early Out ⓘ *

Full-Day Time ⓘ *

Half-Day Time ⓘ *

Full-Day Comp-Off ⓘ *

Half-Day Comp-Off ⓘ *

Mark as Default ⓘ ☐

Shift Name

In Time

out Time

Late In

Early Out

Full-Day Time

Half-Day Time

Full-Day Comp-Off

Half-Day Comp-Off

Save

