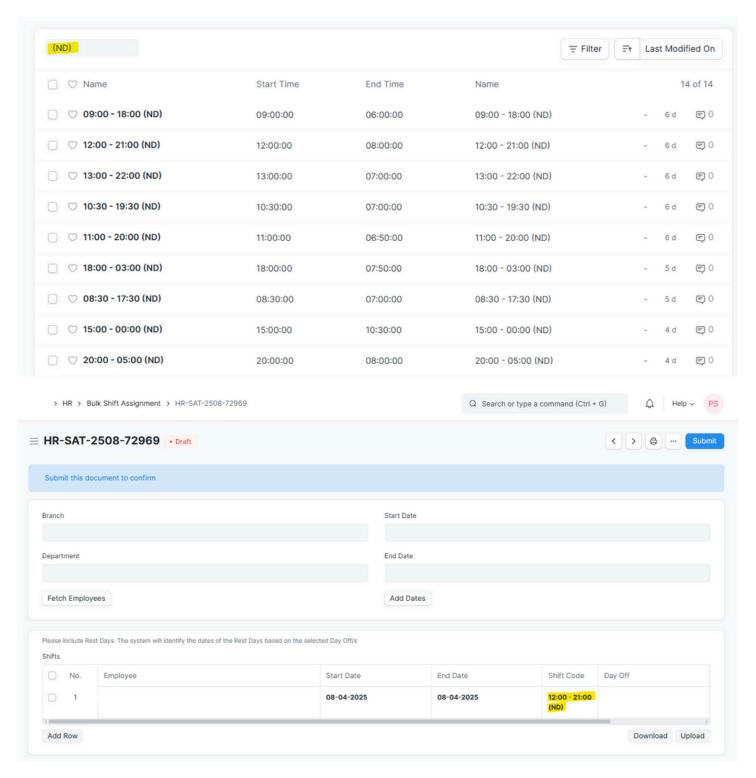
Bulk Shift Assignment Process for Night Shift Employees

With the new feature in our system, we recommend that HR/Schedulers use the shift codes ending with **(ND)** when an employee is on a night shift or has overtime extending to the next day. This will help prevent absences from appearing in the Detailed Attendance Report.



Please note that this applies only to employees on an overnight shift.

Using it for a regular (day) shift may cause the attendance to be tagged as absent.

If you come across any shifts without (ND) at the end, please let us know so we can create if needed.