

# 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.

(ND)

FilterLast Modified On

<input type="checkbox"/>	♥ Name	Start Time	End Time	Name		14 of 14
<input type="checkbox"/>	♥ 09:00 - 18:00 (ND)	09:00:00	06:00:00	09:00 - 18:00 (ND)	- 6 d	0
<input type="checkbox"/>	♥ 12:00 - 21:00 (ND)	12:00:00	08:00:00	12:00 - 21:00 (ND)	- 6 d	0
<input type="checkbox"/>	♥ 13:00 - 22:00 (ND)	13:00:00	07:00:00	13:00 - 22:00 (ND)	- 6 d	0
<input type="checkbox"/>	♥ 10:30 - 19:30 (ND)	10:30:00	07:00:00	10:30 - 19:30 (ND)	- 6 d	0
<input type="checkbox"/>	♥ 11:00 - 20:00 (ND)	11:00:00	06:50:00	11:00 - 20:00 (ND)	- 6 d	0
<input type="checkbox"/>	♥ 18:00 - 03:00 (ND)	18:00:00	07:50:00	18:00 - 03:00 (ND)	- 5 d	0
<input type="checkbox"/>	♥ 08:30 - 17:30 (ND)	08:30:00	07:00:00	08:30 - 17:30 (ND)	- 5 d	0
<input type="checkbox"/>	♥ 15:00 - 00:00 (ND)	15:00:00	10:30:00	15:00 - 00:00 (ND)	- 4 d	0
<input type="checkbox"/>	♥ 20:00 - 05:00 (ND)	20:00:00	08:00:00	20:00 - 05:00 (ND)	- 4 d	0

> HR > Bulk Shift Assignment > HR-SAT-2508-72969

Search or type a command (Ctrl + G)

Help

PS

HR-SAT-2508-72969

Draft

Submit

Submit this document to confirm

Branch

Start Date

Department

End Date

Fetch Employees

Add Dates

Please include Rest Days. The system will identify the dates of the Rest Days based on the selected Day Off/s

Shifts

<input type="checkbox"/>	No.	Employee	Start Date	End Date	Shift Code	Day Off
<input type="checkbox"/>	1		08-04-2025	08-04-2025	12:00 - 21:00 (ND)	

Add RowDownloadUpload

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.