



Schedule configuration

Set up the best workdays for the way you work.

Sesame Time

Sesame Advanced

HR Starter

Professional Plan

Enterprise Plan

File for the administrator

Hello!

Welcome to Sesame, the software that simplifies HR management.

In this file, we will explain what “**Schedule Configuration**” is and how you can install it in your dashboard.

We will take you step by step, so don't worry. We are here to help you with whatever you need!

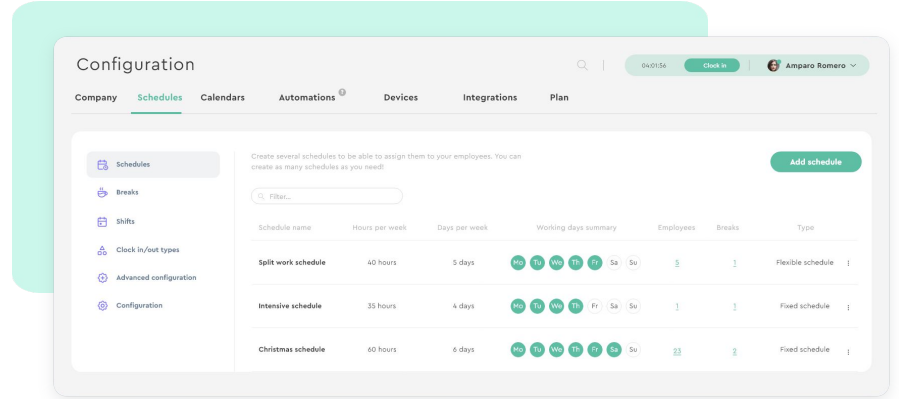
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1. Schedules

Configuration >> Schedules

Do you need to manage several schedules and shifts for your staff? No worries. There are many types of workdays and with Sesame you can set all of them up in detail:



Types of schedules:

A. Fixed schedule.

Fixed schedules are those that have an exact start and end time. Within Sesame we differentiate between:

- **Continuous working day:** intensive schedule without breaks.
- **Split working day:** schedule with breaks.

B. Flexible schedule.

Flexible schedules are based on a weekly workload. It's the result of setting up all the working hours and distributing them between the days the employee works. Here the goal is to cover the hours.

There is also an option for activating **"schedule without weekly hours"**. This way, the hours worked by the employee daily will be counted without a preset weekly schedule.

2. How to create schedules?

[Configuration](#) >> [Schedules](#) >> [Add schedule](#)

First you have to choose which type of schedule suits the needs of your employees better. Once you have done that, click on **“Name of fixed schedule”** or **“Name of flexible schedule”**. On the right side of the screen you can **see and edit the schedule** you are creating. To finish, click on the working days and lastly select **“Create schedule”**.

Developers Schedule

Customise the schedule by activating the options you need:

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mo	Tu	We	Th	Fr	Sa	Su
08:30	08:30	08:30	08:30	08:30	00:00	00:00

Total weekly working day: **(40:00 h)**

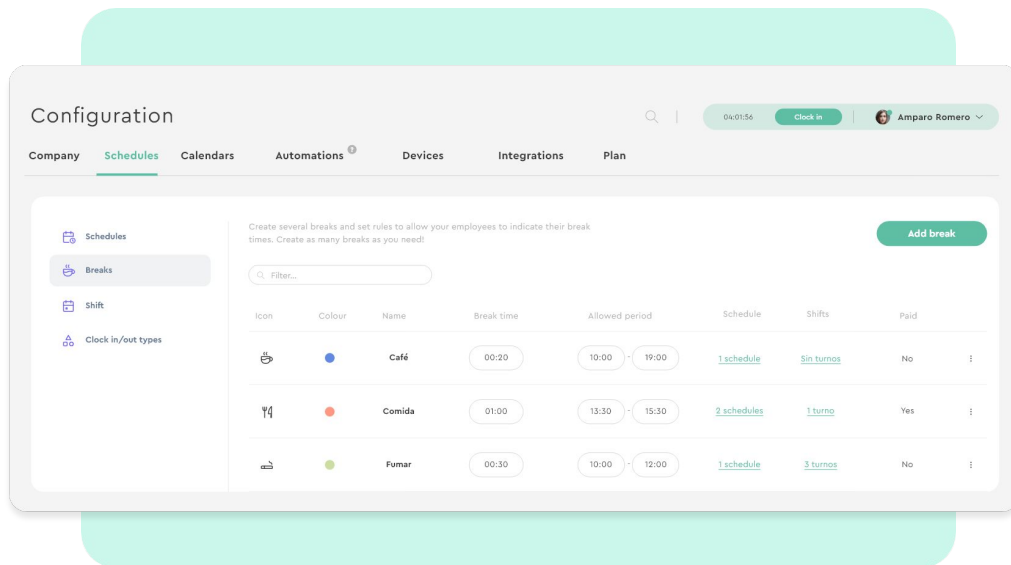
Activating this option will create a schedule without weekly hours.

Cancel [Create schedule](#)

3. Breaks

[Configuration >> Schedules >> Add break](#)

There is also time for resting! In Sesame we understand that there are several types of breaks that employees can take during their workday. Remember that breaks will always be assigned to specific schedules.



3.1. How to set up breaks?

Configuration >> Schedules >> Breaks >> Add break

1. Enter the break **name**.
2. Choose an **icon** and a **colour**.
3. Select if the break has a **time limit** or if employees can take as much time as they need.
4. Pick whether this time will be **remunerated** or not. In other words, paid rest time will be added to the actual workday. While if it is unpaid, such time will not be added.
5. Decide **when** breaks can be taken:
 - **Anytime**: employees can take those breaks during their workday.
 - Allowed **time interval**: choose the time slot when this break will be available.
6. **Assign the schedule** or schedules that will have this break.
7. Establish if the break is **automatic** or not. If the break is automatic employees will not need to clock in, Sesame will track this break automatically.

The screenshot shows the 'Add break' configuration form. It is divided into several sections: Information, Time, Assignment, and Automatize. The Information section includes a 'Break name' input field, an 'Icon' dropdown menu, and a 'Colour' dropdown menu. There is a 'Paid' toggle switch. The Time section includes a 'Break time' input field (set to 00:15), an 'Allowed time interval' input field (set to 11:15 - 12:15), and a 'Limit break' toggle switch (set to 'Limit to once a day'). There are also 'No limit' and 'Any time' toggle options. The Assignment section includes an 'Assign schedule' dropdown menu and an 'Assign shift' dropdown menu. The Automatize section includes an 'Automatic break' toggle switch (checked) and a checkbox for 'Send a notification to the employee's smartphone at the start and end of the automatic break'. At the bottom right, there are 'Cancel' and 'Create break' buttons.

Add break ×

Information

Break name Icon Colour

Paid

Time

Break time Allowed time interval Limit break Limit to once a day

No limit Any time

Assignment

Assign schedule Assign shift

Automatize

Automatic break ⓘ

Send a notification to the employee's smartphone at the start and end of the automatic break

Cancel

4. How to assign schedules to employees?

Now that you have created **schedules** and set up **breaks** it's time to assign them to your employees:

[Clock ins/outs >> Schedules >> Assign schedule](#)

Assign schedules to employees individually:

1. Choose the **employees** to whom you want to assign the schedule.
2. Pick which **schedule** you want to assign and from which date it will be applied.

Besides, you have an option for selecting an end date.

You just need to click on "**Assign**" to complete the configuration.

5. Clock in/out types

The day to day of a company may result in several scenarios: work trips, meetings, remote work, etc. It'd be ideal to have a specific customised clock in/out type for each case, right? That is why in Sesame you have the option to set up many **clock in/out types** so that your employees can choose the one that suits their workday better. Would you like to set this up? Follow this path!

Configuration>> Schedules>> Clock in/out types
>> Add clock in/out type

Add a descriptive name to the clock in/out, choose a related icon and colour. You can also select if the entire company can use it or only some employees. To finish click on “**Create clock in/out type**”.

If you want to **edit** something, click on the **three dots (:)** on the left side of each specific clock in/out type and make the desired changes.

6. Categoricalised hours

The Categoricalised Hours tool is useful for **differentiating your employees' working hours** according to the date and time. In this way, you can **add extra charges according to specific periods** (times, days, public holidays) and calculate **payroll** accordingly.

Configuration >> Schedules >> Configured hours

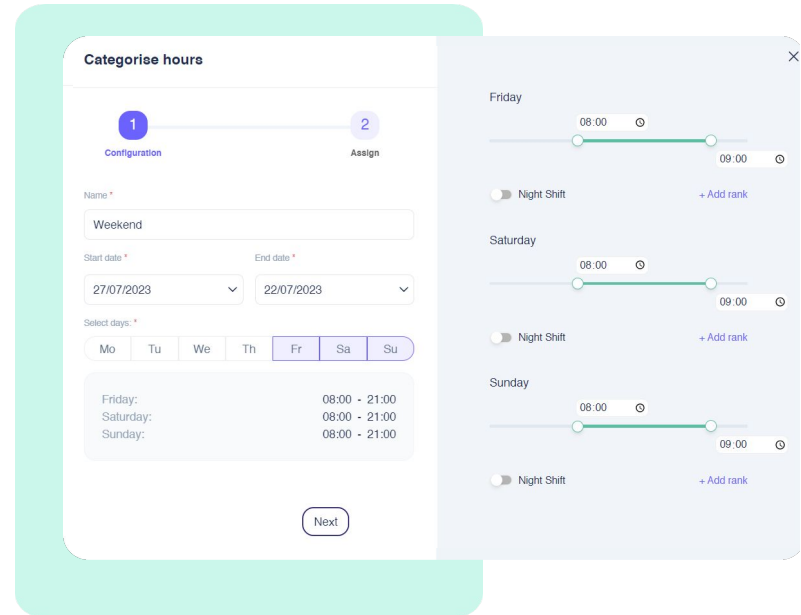
Creating categorised hours is very easy. Click on **“add”** and follow the steps below:

- Add a name
- Select a **start and end date** for your **categorised hours**.
- Choose the days when they'll be available (add as many days as you need).
- Add an hour **range**.
- Activate **night shift** switch.

Then click **“Next”** and select all employees who will be able to use these categorised hours. You will see a summary of this configuration and all assigned employees to check that everything is correct.

All set? Click on **Create and assign**.

You can also use the **Categorised Hours report** to differentiate each day's working hours by type so that you can apply extra charges and calculate payroll accordingly.



Grow your company. Empower your team!

Do you still have questions? In our help centre you can find many resolved queries. If that's not enough, we'd love to hear from you!

Contact us, we are just one phone call away: [+34 96 062 73 51](tel:+34960627351).

Email us, we will reply as soon as possible: soporte@sesametime.com