



# Shift and work timetables configuration

Coordinate your team efficiently

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File for the administrator

**Sesame Advanced**

**HR Starter**

**Professional Plan**

**Enterprise Plan**

# Hello!

Welcome to Sesame, the software that simplifies HR management.

In this file, we will explain what you can find in the “**Shift and work timetables configuration**” section and how you can set this up 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. Shift and work timetable installation

This functionality helps you create all the shifts and work plans you need and **organise your team simply and effectively**.

Offer your employees all the information about their work shifts and avoid overlaps.

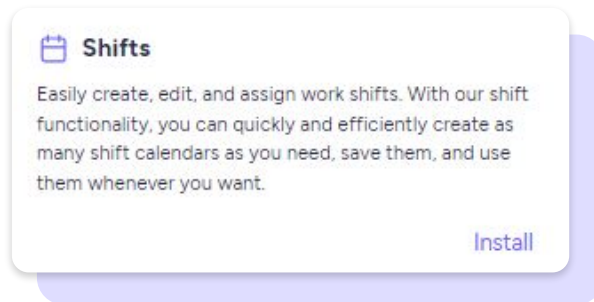
Arrange your work plans in various modalities: day, night, split shifts, etc.

## Install the Shifts functionality

Just like the rest of Sesame tools, you **have to install Shifts** in order to use it.

From Apps, install the Shifts card to have it available in the menu on the left of your panel.

Once installed, you will have three different shift views: **month, week and day**.

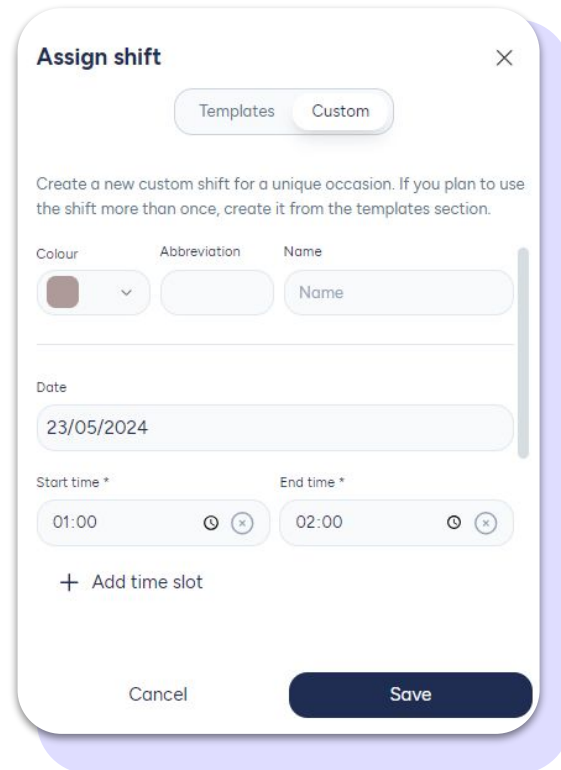


## Customise and assign shifts while you are creating them in the daily view

The daily view shows different advantages from the monthly and weekly views.

When you are in the daily view and you click on the shifts timetable, a new window will be open. Here you can assign a customised shift, creating it at the same moment and without the need to have been created before.

You can create new **customised** shifts for concrete moments. If you want to create a shift which can be used in more occasions, you must create it from **Templates**.

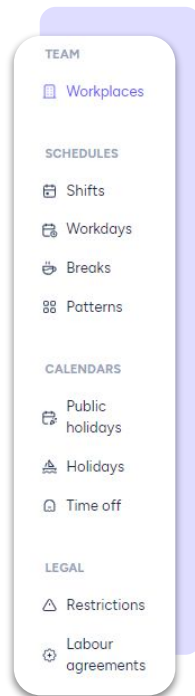
A screenshot of a mobile application dialog box titled "Assign shift" with a close button (X) in the top right corner. The dialog has two tabs: "Templates" and "Custom", with "Custom" being the active tab. Below the tabs, there is a text instruction: "Create a new custom shift for a unique occasion. If you plan to use the shift more than once, create it from the templates section." The form contains several input fields: a "Colour" field with a brown square and a dropdown arrow; an "Abbreviation" field; a "Name" field with the placeholder text "Name"; a "Date" field with the value "23/05/2024"; a "Start time \*" field with the value "01:00" and icons for a clock and a close button; and an "End time \*" field with the value "02:00" and similar icons. Below these fields is a "+ Add time slot" button. At the bottom of the dialog are "Cancel" and "Save" buttons, with "Save" being a dark blue button.

## 2. Shift and work timetable configuration

 Set up shifts according to your preferences. All settings for this section, including the creation of shifts, patterns, and restrictions, can be found in the configuration icon. 

From **Configuration**, you can create settings for different elements that affect your employees' shifts.

- **Workplaces:** The timetables match each of your company's sites - create as many sites as you need!
- **Shifts:** Create different configurations to create work templates for employees who have different shifts.
- **Workdays:** Create different working days in order to be able to assign them to users.
- **Breaks:** Create different breaks and set rules so employees can indicate when they take a break.
- **Patterns:** Configure your pattern according to your needs and add up to 30 periods. A pattern can be repeated as many times as you specify when assigning employees to it.
- **Public Holidays:** Create different calendar configurations with public holidays.
- **Holidays:** Create different calendar configurations, according to your employees' needs.
- **Time off:** Create, configure and assign the necessary time off policies for your employees.
- **Restrictions:** Create rules to be applied to the shifts timetable.
- **Labour agreements:** Configure different labour agreements in your company and apply them to your employees in a simple way.



### 3. Shifts and work timetables

You can create as many shifts as your company requires and choose the number of employees you need to cover them.

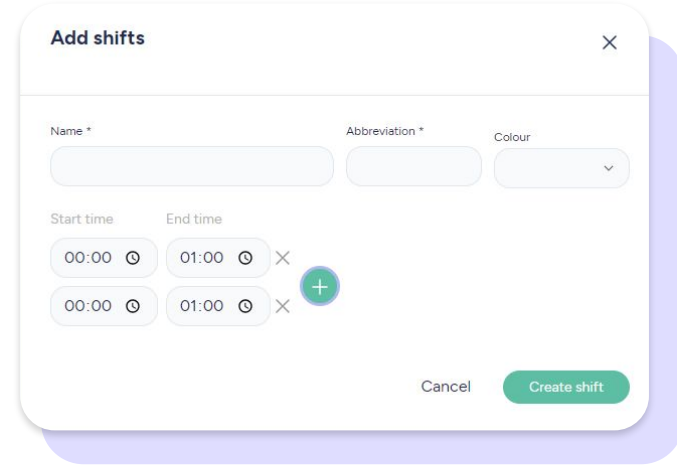
There are two ways to create them, here you can check out both paths:

1. [Shifts >> Availability table >> + Shifts >> Create new shift](#)
2. [Configuration >> Schedules >> Shifts >> Add shifts](#)

Regardless of which path you followed, in order to create a new shift, you need to enter its name, abbreviation and identifying colour.

Then set a start and end time. You can add as many time slots as you need. Once you are done, click on **“Create shift”**.

Do you want to assign a particular break to the employees that got this new shift assigned? You can do it by clicking on the **“Breaks”** column.



The screenshot shows a modal window titled "Add shifts" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Name \***: A text input field.
- Abbreviation \***: A text input field.
- Colour**: A dropdown menu with a downward arrow.
- Start time**: A time selection control showing "00:00" with a clock icon.
- End time**: A time selection control showing "01:00" with a clock icon and a close button (X).
- A **+** button (a green circle with a white plus sign) is located to the right of the end time field, indicating that more time slots can be added.
- At the bottom right, there are two buttons: **Cancel** and **Create shift** (a green button).

## How to assign shifts to employees?

Go to the **availability table** and select the **shift** you wish to assign. Next, pick from the **timetable** (you will find this table below in the panel) the right employee.

In the same way, if you select the Assign shift icon, you will also be able to view the available shifts.



Choose the days you want your employee to have this shift and click on **save draft**. If you want to share their shift information with your employees, select their names and click on **save and publish**. They will receive a notification informing them about their new shifts.

## Count the planned hours of a shift on a public holiday

You can choose if you want to count the hours corresponding to a shift on a public holiday or not.

Activate "**Count theoretical hours on public holiday**" and the hours will be counted and recorded as on a normal working day. Simply activate this option by clicking on the eye icon at the top right.

The screenshot shows a 'Timetable' interface with a search bar, filters for Holidays, Time off, and Public holidays, and a 'View shift ranks' dropdown. The main table lists three employees: Alfonso Jimenez, Ana Maria Calvo Ros, and Anna Lopez. Each employee has a row of colored blocks representing shifts across days F1, S2, S3, M4, T5, W6, T7, and F8. The shifts are labeled 'Depósito SUR (CECOI)' with specific time ranges. The total hours for each employee are listed on the right: 172.00 for Alfonso Jimenez, 181.00 for Ana Maria Calvo Ros, and 67.00 for Anna Lopez.

	F1	S2	S3	M4	T5	W6	T7	F8
Alfonso Jimenez	Depósito SUR (CECOI) 18:00 - 20:00			Depósito SUR (CECOI) 18:00 - 20:00	Depósito SUR (CECOI) 18:00 - 20:00	Depósito SUR (CECOI) 18:00 - 20:00	Depósito SUR (CECOI) 18:00 - 20:00	172.00 21 shifts
Ana Maria Calvo Ros	Depósito SUR (CECOI) 07:00 - 19:00			Depósito SUR (CECOI) 22:00 - 18:00	Depósito SUR (CECOI) 22:00 - 18:00	Depósito SUR (CECOI) 22:00 - 18:00	Depósito SUR (CECOI) 22:00 - 18:00	181.00 21 shifts
Anna Lopez	Depósito SUR (CECOI) 18:00 - 20:00			Depósito SUR (CECOI) 18:00 - 20:00	Depósito SUR (CECOI) 18:00 - 20:00	Depósito SUR (CECOI) 18:00 - 20:00	Depósito SUR (CECOI) 18:00 - 20:00	67.00 21 shifts

Count theoretical hours on public holiday ?



## Do you want to see the cost table?

If you want to show the cost table to get more information about the cost of each turn, activate the button from the eye icon. 👁

## Do you want to eliminate one of your employee's shifts?

Select the correct user and click on the dropdown menu that appears under "Batch actions". Then click on **"Remove shifts of selected employee for the ongoing month"**.

## What is regularity?

If your employees' shifts function with a certain regularity, you can set up a repeated shift between defined time intervals. In order to do this, go to the work plan section and click on the circle appearing next to the employee's name. Then, in the batch actions menu click on "Assign regularity". Here you can pick the shift and how often it is repeated.

Availability table

Search

	F1	S2	S3	H4	T5	W6	T7	F8	S9	S10	H11	T12	W13	T14	F15	S16	S17	H18	T19	W20	T21	F22	S23	S24	H25	T26	W27	T28	F29	S30	S31	
H1 Paredes de M...	0	0	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
H2 Paredes de M...	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
H3 Paredes de M...	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
T1 Marques	10	0	0	20	20	20	20	20	0	0	20	20	20	20	20	0	0	10	10	10	0	10	0	0	10	10	10	10	10	10	0	0
T2 Tordesillas	20	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	10	10	10	10	0	0	10	10	10	10	10	10	0	0
T3 Naches	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
T4 Paredes de M...	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
T5 Paredes de M...	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
T6 Paredes de M...	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
T7 Paredes de M...	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

<

1

2

3

>

22 shifts | View | 20 | 22

Timetable

Switch actions

Search

Holidays

Time off

Public holidays

	F1	S2	S3	H4	T5	W6	T7	F8	S9	S10	H11	T12	W13	T14	
Antonio Jarama	Deposito SUR (CECOI) 08:00-14:00			Deposito SUR (CECOI) 14:00-18:00	Deposito SUR (CECOI) 14:00-18:00	Deposito SUR (CECOI) 14:00-18:00	Deposito SUR (CECOI) 14:00-18:00	Deposito SUR (CECOI) 14:00-18:00	Deposito SUR (CECOI) 14:00-18:00		Deposito SUR (CECOI) 14:00-18:00	Deposito SUR (CECOI) 14:00-18:00	Deposito SUR (CECOI) 14:00-18:00	Deposito SUR (CECOI) 14:00-18:00	72,00 (21 shifts)
Ana Maria Cano Ros	Deposito SUR (CECOI) 08:00-14:00			Deposito SUR (CECOI) 14:00-18:00	Deposito SUR (CECOI) 14:00-18:00	Deposito SUR (CECOI) 14:00-18:00	Deposito SUR (CECOI) 14:00-18:00	Deposito SUR (CECOI) 14:00-18:00	Deposito SUR (CECOI) 14:00-18:00		Deposito SUR (CECOI) 14:00-18:00	Deposito SUR (CECOI) 14:00-18:00	Deposito SUR (CECOI) 14:00-18:00	Deposito SUR (CECOI) 14:00-18:00	96,00 (21 shifts)

Save

Publish

View shift options



### 3.1 How to assign more than one shift in multiple workplaces on the same day?

With Sesame, you can cover all the needs of your organization if you have several workplaces.

The first thing to do is to ensure that the employee to whom you want to assign the shifts of these centers is linked to them. You will need to check this in the employee's profile.

**Profile >> Employment data >> Workplaces >> +Add >> Select workplace >> Assign**

If an employee is assigned to multiple workplaces simultaneously, you need to add him/her to each workplace's timetable.

**Select the appropriate workplace >> +Employees >> Add employees to the timetable >> Choose employee >> Assign**

Once you have completed this step, you will be able to add the shifts you want. Keep in mind that you need to switch to a different workplace timetable to be able to assign the corresponding shifts even if all of them must be assigned to the same employee.



## 4. Add patterns

Patterns are shift combinations that always take place in the same way. In short, they will help you to configure your employees' schedules.

[Shifts >> Configuration >> Patterns >> Create pattern](#)

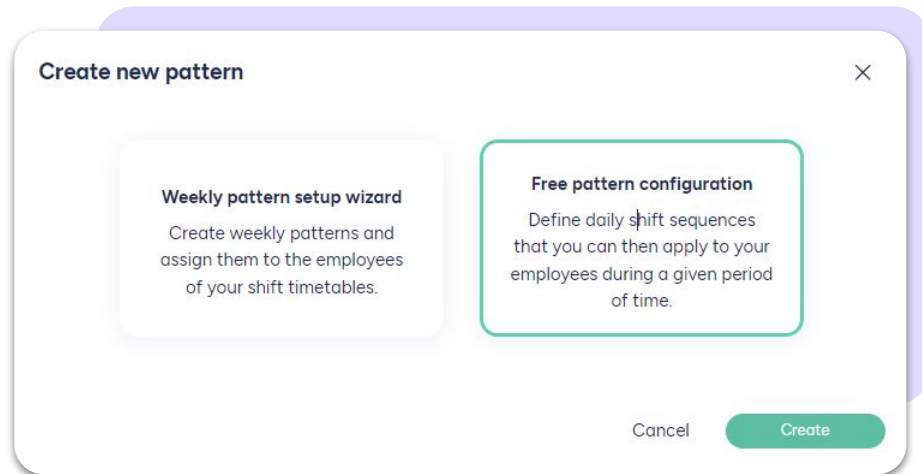
You can choose between two options:

- A. **Weekly patterns:** these patterns are the days of the week when you work and when you don't work.
- B. **Free patterns:** these are sequences of daily shifts, without taking into account the days of the week, only days off and days you work.

Enter the pattern name and select the correct shift for each day. You may add as many weeks as you need. Sesame will show you the hourly total so that you can control the amount of worked hours for this shift combination.

Once you are done, you will see a list with all your created patterns including their name and all employees assigned to them.


A search bar makes easier to find the shift pattern you need from all the ones you have created.



## 5. How to apply patterns?

### Shifts >> Timetable

Sesame will not display the content of the “Availability” table to avoid distracting users.

In order to apply patterns, you need to click on the icon you will find on the left of the employee's name. Once you click it (  ), this window will appear.

#### 1. Select the pattern

In the dropdown menu, you will find all created patterns.

#### 2. Number of repetitions

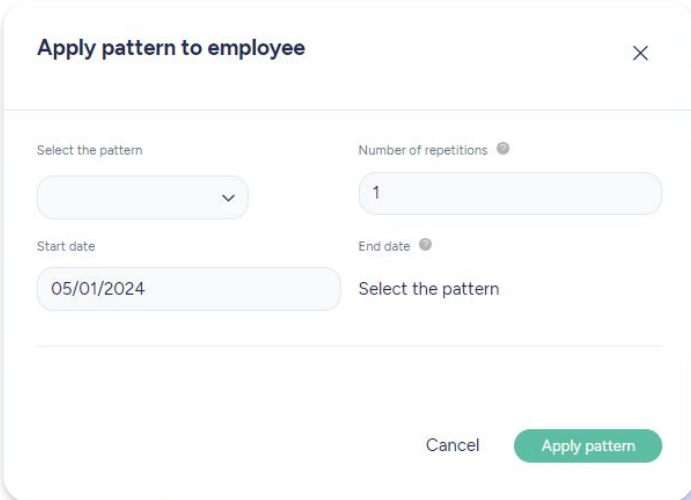
Choose how many times you want to apply this pattern.

#### 3. Start date

Select the start date.

#### 4. End date

It will be automatically calculated according to the selected start date and number of repetitions.



The screenshot shows a modal dialog box titled "Apply pattern to employee" with a close button (X) in the top right corner. The dialog contains four input fields arranged in a 2x2 grid:

- Select the pattern:** A dropdown menu with a downward arrow icon.
- Number of repetitions:** A text input field containing the number "1".
- Start date:** A text input field containing the date "05/01/2024".
- End date:** A text input field with the placeholder text "Select the pattern".

At the bottom right of the dialog, there are two buttons: a "Cancel" button and a green "Apply pattern" button.

## 6. Add restrictions

[Shifts >> Configuration >> Restrictions >> Add restriction](#)

Restrictions are rules set for every work timetable and will determine shift publication.

### a. 12-hour margin in between shifts

The system will check the end time of the last shift and the start time of the next one. If there aren't at least 12 hours in-between them a warning will be triggered to correct conflicting schedules.

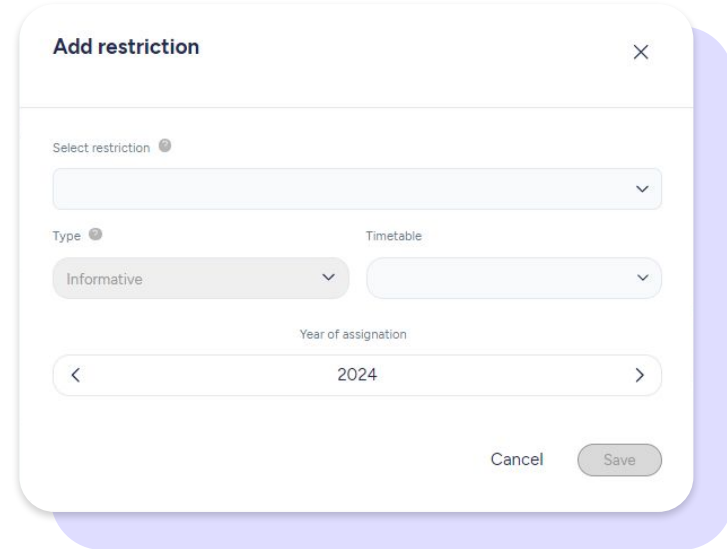
The next two restrictions are related to the **Labour Agreements** section as annual working hours and maximum complementary hours will be stipulated there.

### b. Warning if annual hours are exceeded

If by the time of shift configuration and assignment the total stipulated working hours are exceeded, a warning will be triggered to make changes before publication.

### c. Warning if additional hours are exceeded

If additional hours are configured and assigned, this feature will work as a record of the number of additional hours that can be worked. If the extra hours maximum is reached, the system will issue a warning.



The screenshot shows a modal dialog titled "Add restriction" with a close button (X) in the top right corner. The dialog contains the following fields:

- Select restriction**: A dropdown menu with a downward arrow.
- Type**: A dropdown menu with "Informative" selected and a downward arrow.
- Timetable**: A dropdown menu with a downward arrow.
- Year of assignment**: A date picker showing "2024" with left and right navigation arrows.
- Buttons**: "Cancel" and "Save" buttons at the bottom right.

## 7. Shift manager role

In Sesame there is a specific role for managing shifts. The administrator can designate any employee as a shift manager, regardless of whether he/she has another specific role or not.

With this role, any employee will be able to manage the timetables of the employees assigned to him/her.

### How is the shift manager role assigned?

It's very simple! Follow this path:

**Configuration >> Custom roles >> Employees in the shift manager role card >> Create shift manager >> Select the employee who will have the role >> Choose the employees whose shifts he/she will coordinate.**

0h 00 min 07h 58 min Clock in Maria S

Shift manager  
[7 employees](#)

beta

able to set up shifts on the team.

beta

Create shift manager

Departments	Employees
1	3
All	All
1	8
All	All
1	5
1	6

New shift manager

1 Shift manager 2 Employees 3 Summary

☐ Assign to the entire company

Select a workplace to be managed  
ASOFTWARE B...

Select departments  
SALES

Select the employees to be managed  
Adriana Bellver Alejandro Suñer +2

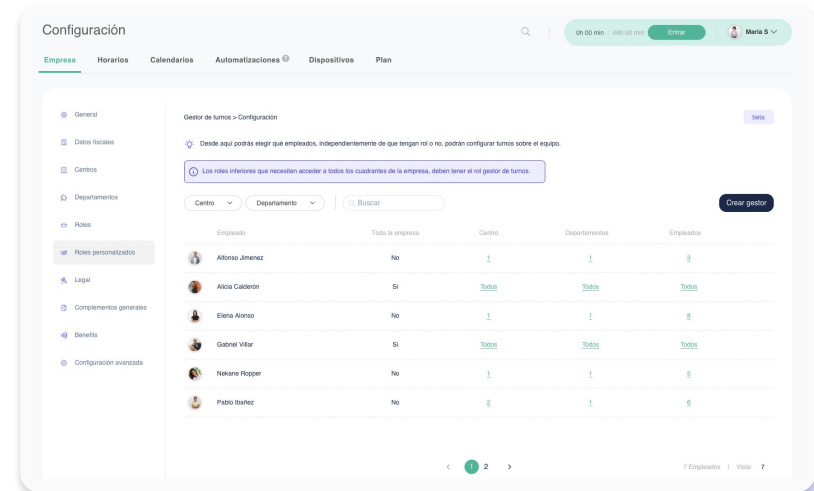
Back Continue

By choosing the employees over which a shift manager will coordinate, you will be able to:

- Assign to the entire company
- Select a workplace to be managed
- Select departments
- Select the employees to be managed (The employees displayed do not belong to any selected workplace or department).

Once you have made this choice, you will see a summary of all selected items. When you click "**Finish**", the pop-up window will close and the screen will display a complete list of all employees with the shift manager role and all elements assigned to coordinate shifts.

Please note that the shift manager has **full capacity to act** in relation to the shifts assigned to him/her and can perform the same actions as higher roles.



# Grow your company. Empower your team !

Do you still have questions? In our [help center](#) 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**.

Email us, we will reply as soon as possible: **[soporte@sesametime.com](mailto:soporte@sesametime.com)**