



TIME & ATTENDANCE SOLUTIONS

6097 North 57th Drive • Glendale, Arizona 85301

www.InfiniTime.com
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Toll Free: (800) 473-9457
Fax: (623) 930-0012



INFINITIME 7.0

INFINITIME SHIFTS

ANSWER SHEET



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Shifts for Differential Purposes – Example Configuration

Example Shift Premium List

Premium Description	Start Time	End Time	Start Day	End Day	Premium
Weekends	12:00 AM	11:59 PM	Saturday	Sunday	\$0.75 Additional / Hr
RN Evenings	8:00 PM	8:00 AM	Monday	Sunday	\$1.25 Additional / Hr

Example Shift Differential List

Shift Name	Start Time	End Time	Start Day	End Day	Shift Premium
Weekends	12:00 AM	11:59 PM	Saturday	Sunday	\$0.75 Additional / Hr
RN Evenings - Weekdays	12:00 AM 8:00 PM	8:00 AM 11:59 PM	Monday	Friday	\$1.25 Additional / Hr
RN Evenings – Weekends	12:00 AM 8:00 PM	8:00 AM 11:59 PM	Saturday	Sunday	\$2.00 Additional / Hr
RN Weekends	8:00 AM	8:00 PM	Saturday	Sunday	\$0.75 Additional / Hr

Example InfiniTime Policy List

Policy Name	Unique Policy Settings
Corporate Hourly	Break & Rounding Rules
Corporate Salary	Overtime & Break Rules
Hourly Employees	Break & Rounding Rules
Salary Employees	Overtime & Break Rules



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Example Shift Differential Policy List

Policy Name	Unique Policy Settings	Eligible Shift Differentials
Corporate Hourly	Break & Rounding Rules	None
Corporate Salary	Overtime & Break Rules	None
Hourly Employees	Break & Rounding Rules	Weekend Differential
Salary Employees	Overtime & Break Rules	Weekend Differential
Registered Nurses	None	RN Evening Differential – Weekdays, RN Evening Differential - Weekends, RN Weekend Differential

Shifts for Scheduling Purposes – Example Configuration

Example Shift List

Shift Name	Schedule Cycle (Weekly or Custom)	Shift Working Period(s)
Manufacturing Line A – Rotation 1	Custom (21 Days)	Days 1 – 5: Regular Hours: 4:00 AM to 12:00 PM Days 8 – 12: Regular Hours: 12:00 PM to 8:00 PM Days 15 – 19: Regular Hours: 8:00 PM to 4:00 AM Days 6,7,13,14,20,21: N/A – Off Days
Manufacturing Line A – Rotation 2	Custom (21 Days)	Days 1 – 5: Regular Hours: 12:00 PM to 8:00 PM Days 8 – 12: Regular Hours: 8:00 PM to 4:00 AM Days 15 – 19: Regular Hours: 4:00 AM to 12:00 PM Days 6,7,13,14,20,21: N/A – Off Days
Manufacturing Line A – Rotation 3	Custom (21 Days)	Days 1 – 5: Regular Hours: 8:00 PM to 4:00 AM Days 8 – 12: Regular Hours: 4:00 AM to 12:00 PM Days 15 – 19: Regular Hours: 12:00 PM to 8:00 PM Days 6,7,13,14,20,21: N/A – Off Days



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Example Shift Configuration Form

General Settings

Shift Name:

Used for Scheduling: ☐

Used for Differential: ☐

Shift Identifiers

Regular Hours Shift Identifier / Number:

OT1 Shift Identifier / Number:

OT2 Shift Identifier / Number:

OT3 Shift Identifier / Number:

OT4 Shift Identifier / Number:

Differential Pay Settings

Hours Type	Differential Pay Method (None, Amount, Percent, Rate)	Amount
Regular Hours		
Overtime One		
Overtime Two		
Overtime Three		
Overtime Four		

Before Clock In Grace Period: Minutes

After Clock In Grace Period: Minutes

Map Shift Hours Into:



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Example Default Schedule Settings – Page 1

Schedule Cycle:

Cycle Days:

Reference Date:

Monday

	Regular Hours	Paid Break	Unpaid Break
Start Time	11:00 AM		
End Time	9:30 PM		
Start Time			
End Time			
Start Time			
End Time			

Tuesday

	Regular Hours	Paid Break	Unpaid Break
Start Time	11:00 AM		
End Time	9:30 PM		
Start Time			
End Time			
Start Time			
End Time			

Wednesday

	Regular Hours	Paid Break	Unpaid Break
Start Time	11:00 AM		
End Time	9:30 PM		
Start Time			
End Time			
Start Time			
End Time			



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Example Default Schedule Settings – Page 2

		Regular Hours	Paid Break	Unpaid Break
		Start Time	11:00 AM	
Thursday	End Time	9:30 PM		
	Start Time			
	End Time			
	Start Time			
	End Time			
	End Time			



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Shifts for Differential Purposes

Shift Premium List

Premium Description	Start Time	End Time	Start Day	End Day	Premium

Shift Differential List

Shift Name	Start Time	End Time	Start Day	End Day	Shift Premium



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TECHNOLOGIES

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Shift Differential Policy List

[illegible]



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Shifts for Scheduling Purposes

Shift List

Shift Name	Schedule Cycle (Weekly or Custom)*	Shift Working Period(s)

* Be sure to include the number of days in the Schedule Cycle Column for Shifts with a Custom Schedule Cycle.



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Shift Configuration Form

Shift Name:

Regular Hours Shift Identifier / Number:

OT1 Shift Identifier / Number:

OT2 Shift Identifier / Number:

OT3 Shift Identifier / Number:

OT4 Shift Identifier / Number:

Used for Scheduling: ☐

Used for Differential: ☐

Differential Pay Settings

Hours Type	Differential Pay Method (None, Amount, Percent, Rate)	Amount
Regular Hours		
Overtime One		
Overtime Two		
Overtime Three		
Overtime Four		

Before Clock In Grace Period: Minutes

After Clock In Grace Period: Minutes

Map Shift Hours Into:



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Default Schedule Settings – Page 1

Schedule Cycle:

Cycle Days:

Reference Date:

Schedule Day

	Regular Hours	Paid Break	Unpaid Break
Start Time			
End Time			
Start Time			
End Time			
Start Time			
End Time			

Schedule Day

	Regular Hours	Paid Break	Unpaid Break
Start Time			
End Time			
Start Time			
End Time			
Start Time			
End Time			

Schedule Day

	Regular Hours	Paid Break	Unpaid Break
Start Time			
End Time			
Start Time			
End Time			
Start Time			
End Time			



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Default Schedule Settings – Page 2

	Regular Hours	Paid Break	Unpaid Break
Start Time			
End Time			
Start Time			
End Time			
Start Time			
End Time			

	Regular Hours	Paid Break	Unpaid Break
Start Time			
End Time			
Start Time			
End Time			
Start Time			
End Time			

	Regular Hours	Paid Break	Unpaid Break
Start Time			
End Time			
Start Time			
End Time			
Start Time			
End Time			



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Default Schedule Settings – Page 3

Schedule Day

	Regular Hours	Paid Break	Unpaid Break
Start Time			
End Time			
Start Time			
End Time			
Start Time			
End Time			

Schedule Day

	Regular Hours	Paid Break	Unpaid Break
Start Time			
End Time			
Start Time			
End Time			
Start Time			
End Time			

Schedule Day

	Regular Hours	Paid Break	Unpaid Break
Start Time			
End Time			
Start Time			
End Time			
Start Time			
End Time			



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Default Schedule Settings – Page 4

Schedule Day

	Regular Hours	Paid Break	Unpaid Break
Start Time			
End Time			
Start Time			
End Time			
Start Time			
End Time			

Schedule Day

	Regular Hours	Paid Break	Unpaid Break
Start Time			
End Time			
Start Time			
End Time			
Start Time			
End Time			

Schedule Day

	Regular Hours	Paid Break	Unpaid Break
Start Time			
End Time			
Start Time			
End Time			
Start Time			
End Time			



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Default Schedule Settings – Page 5

	Regular Hours	Paid Break	Unpaid Break
Start Time			
End Time			
Start Time			
End Time			
Start Time			
End Time			

Schedule Day

	Regular Hours	Paid Break	Unpaid Break
Start Time			
End Time			
Start Time			
End Time			
Start Time			
End Time			

Schedule Day