

TEAM MANAGER - SETTING UP A ROSTER

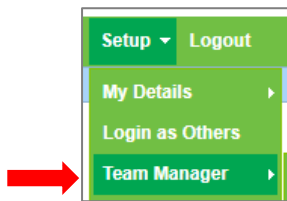
Contents

Simple Roster	2
Alternating Roster	5
Same Roster for Entire Season except over Calving	9
Deleting a Roster	14

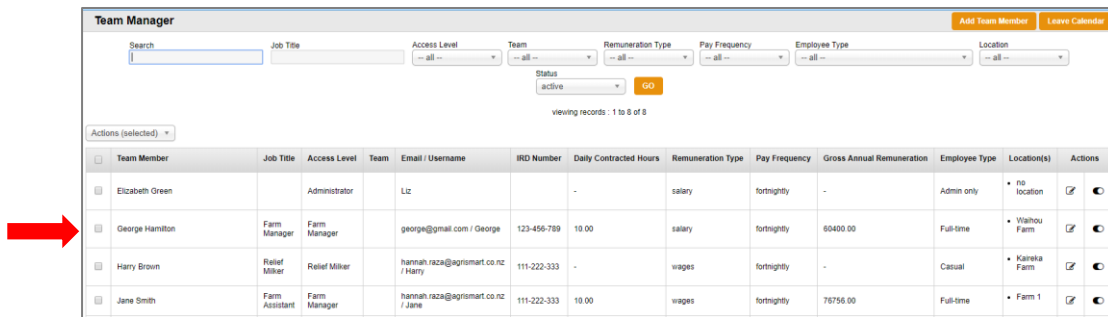
Simple Roster

Example used is 11:3 for the entire season

1. Hover on *Setup* and click on *Team Manager*:



2. Select the team member:



The following screen will appear:

A screenshot of the 'Edit Team Member' form for George Hamilton. The form has several tabs: General, Employment Details, Payroll, Leave, Payroll Audit, Notes, Reminders, User Files, Skills, and Preferences. The 'General' tab is active. The form contains various fields for user information, including Username, Password, First Name, Last Name, Employee Type, Remuneration Type, Email Address, Job Title, Team, Primary Location, Other Locations, Access Level, and Health and Safety Responsibility Level. There are also checkboxes for 'Roster display colour', 'Hide rostered days off', 'Exclude from Rosters and Tasks', 'Exclude from dashboard', and 'Access Timesheet Viewer Report'. A 'save >>' button is at the bottom right.

3. Click on the *Employment Details* tab:

A screenshot of the 'Employment Details' tab in the 'Edit Team Member' form for George Hamilton. The 'Employment Details' tab is highlighted with a red box. The form contains various fields for employment information, including IRD Number, Employee Code, Tax Code, Start Date, Date Entitled To Sick Leave, Termination Date, Employee KiwiSaver Contribution, Employer KiwiSaver Contribution, Kiwisaver Status, and Kiwisaver Opted Out Date. There are also fields for Pay Frequency, Gross Annual Remuneration, Amount Payable / Pay Period, Number of Weeks Holiday Entitlement, Rostered Days On, Rostered Days Off, Daily Contracted Hours, Weekly Contracted Hours, Actual Hourly Rate Paid, Minimum Hourly Rate, Sick Day entitlement for the full year, and Maximum number of sick days available. A red box highlights the bottom section of the form, which includes the Latest pay change, Latest pay period start, Latest pay period end, and Bank Account Number. A warning icon is present in the bottom right corner of the red box. A 'save >>' button is at the bottom right.

4. Click on the *calculator* icon in line with the *Rostered Days On* field:

* Rostered Days On : 2.5  (click to calculate) 

* Rostered Days Off : 1  (click to calculate)

The following screen will appear:

Year : Jun 01 2019 to May 31 2020 ▼

	Total	Period 1	+
Start date		Jun 01 2019	
End date			
Roster days on		<input type="text" value=""/>	<input type="checkbox"/>
Roster days off		<input type="text" value=""/>	
No. of RTO during the period			
		<input type="text" value=""/>	<input type="text" value=""/>
		<input type="text" value=""/>	<input type="text" value=""/>

5. Enter in the first period of the Roster, i.e. 11:3:

Year : Jun 01 2019 to May 31 2020 ▼

	Total	Period 1	+
Start date		Jun 01 2019	
End date		Jun 14 2019	
Roster days on	11	<input type="text" value="11"/>	<input type="checkbox"/>
Roster days off	3	<input type="text" value="3"/>	
No. of RTO during the period	3.00	3	
		<input type="text" value=""/>	<input type="text" value=""/>
		<input type="text" value=""/>	<input type="text" value=""/>

6. Click the *arrow* icon to carry this roster over the entire season:

Year : Jun 01 2019 to May 31 2020 ▼

	Total	Period 1	+
Start date		Jun 01 2019	
End date		Jun 14 2019	
Roster days on	11	<input type="text" value="11"/>	<input type="checkbox"/>
Roster days off	3	<input type="text" value="3"/>	
No. of RTO during the period	3.00	3	
		<input type="text" value=""/>	<input type="text" value=""/>
		<input type="text" value=""/>	<input type="text" value=""/>

The following screen will appear:

NB: You will see the roster of 11:3 is carried through to 31/05 of the following year

Year: Jun 01 2019 to May 31 2020

	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11
Start date		Jun 01 2019	Jun 15 2019	Jun 29 2019	Jul 13 2019	Jul 27 2019	Aug 10 2019	Aug 24 2019	Sep 07 2019	Sep 21 2019	Oct 05 2019	Oct 19 2019
End date		Jun 14 2019	Jun 28 2019	Jul 12 2019	Jul 26 2019	Aug 09 2019	Aug 23 2019	Sep 06 2019	Sep 20 2019	Oct 04 2019	Oct 18 2019	Nov 01 2019
Roster days on	288	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>
Roster days off	78	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>
No. of RTO during the period	78.00	3	3	3	3	3	3	3	3	3	3	3
		→	→	→	→	→	→	→	→	→	→	→

7. Click Save to User:

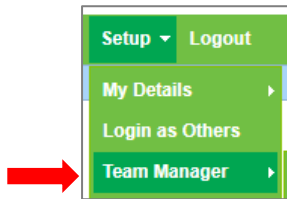
Year: Jun 01 2019 to May 31 2020

	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11
Start date		Jun 01 2019	Jun 15 2019	Jun 29 2019	Jul 13 2019	Jul 27 2019	Aug 10 2019	Aug 24 2019	Sep 07 2019	Sep 21 2019	Oct 05 2019	Oct 19 2019
End date		Jun 14 2019	Jun 28 2019	Jul 12 2019	Jul 26 2019	Aug 09 2019	Aug 23 2019	Sep 06 2019	Sep 20 2019	Oct 04 2019	Oct 18 2019	Nov 01 2019
Roster days on	288	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>
Roster days off	78	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>
No. of RTO during the period	78.00	3	3	3	3	3	3	3	3	3	3	3
		→	→	→	→	→	→	→	→	→	→	→

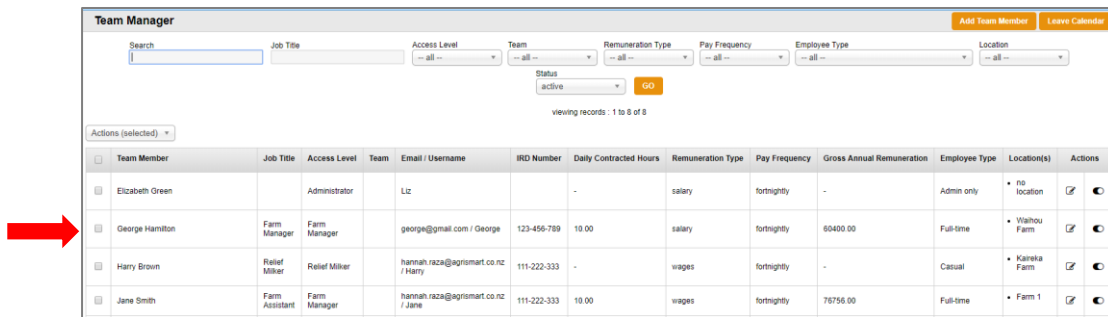
Alternating Roster

Example used is 7:2 7:2 7:3 for the entire season

1. Hover on *Setup* and click on *Team Manager*:



2. Select the team member:



The following screen will appear:

A screenshot of the 'Edit Team Member' form for George Hamilton. The form has several tabs: General, Employment Details, Payroll, Leave, Payroll Audit, Notes, Reminders, User Files, Skills, and Preferences. The 'General' tab is selected. The form contains various fields for user information, including Username, Password, First Name, Last Name, Employee Type, Remuneration Type, Email Address, Job Title, Team, Primary Location, Other Locations, Access Level, Health and Safety Responsibility Level, Roster display colour, Hide rostered days off, Exclude from Rosters and Tasks, Pay Week Ending Day, Exclude from dashboard, Access Timesheet Viewer Report, and Timesheet Supervisor. A 'save >>' button is at the bottom right.

3. Click on the *Employment Details* tab:

A screenshot of the 'Employment Details' tab in the 'Edit Team Member' form for George Hamilton. The 'Employment Details' tab is highlighted with a red box. The form contains various fields for employment information, including IRD Number, Employee Code, Tax Code, Start Date, Date Entitled To Sick Leave, Termination Date, Employee KiwiSaver Contribution, Employer KiwiSaver Contribution, KiwiSaver Status, KiwiSaver Opted Out Date, Pay Frequency, Gross Annual Remuneration, Amount Payable / Pay Period, Number of Weeks Holiday Entitlement, Rostered Days On, Rostered Days Off, Daily Contracted Hours, Weekly Contracted Hours, Actual Hourly Rate Paid, Minimum Hourly Rate, Sick Day entitlement for the full year, Maximum number of sick days available, Latest pay change, Latest pay period start, Latest pay period end, and Bank Account Number. A red box highlights the bottom section of the form, which includes a warning icon and a 'more accounts' button. A 'save >>' button is at the bottom right.

4. Click on the *calculator* icon in line with the *Rostered Days On* field:

* Rostered Days On : 2.5  (click to calculate) 

* Rostered Days Off : 1  (click to calculate)

The following screen will appear:

Year : Jun 01 2019 to May 31 2020 ▼

	Total	Period 1	+
Start date		Jun 01 2019	
End date			
Roster days on		<input type="text"/>	
Roster days off		<input type="text"/>	
No. of RTO during the period			
		x	→

x clear all save save to user

5. Enter in the first period of the Roster, i.e. 7:2:

Year : Jun 01 2019 to May 31 2020 ▼

	Total	Period 1	+
Start date		Jun 01 2019	
End date		Jun 09 2019	
Roster days on	7	7 <input type="text"/>	
Roster days off	2	2 <input type="text"/>	
No. of RTO during the period	2.00	2	
		x	→

x clear all save save to user

6. Click the *Repeat Roster* icon:

Year : Jun 01 2019 to May 31 2020 ▼

	Total	Period 1	+
Start date		Jun 01 2019	
End date		Jun 09 2019	
Roster days on	7	7 <input checked="" type="checkbox"/>	
Roster days off	2	2 <input type="text"/>	
No. of RTO during the period	2.00	2	
		x	→

x clear all save save to user

7. Click the *arrow* icon:

Year: Jun 01 2019 to May 31 2020 ▾

	Total	Period 1	+
Start date		Jun 01 2019	
End date		Jun 09 2019	
Roster days on	7	7 <input checked="" type="checkbox"/>	
Roster days off	2	2	
No. of RTO during the period	2.00	2	
		✘	→

✘ clear all 📁 save 📁 save to user

The following screen will appear:

NB: You will see the roster of 7:2 has been carried through to 31/05 of the following year

Year: Jun 01 2019 to May 31 2020 ▾

	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11
Start date		Jun 01 2019	Jun 10 2019	Jun 19 2019	Jun 28 2019	Jul 07 2019	Jul 16 2019	Jul 25 2019	Aug 03 2019	Aug 12 2019	Aug 21 2019	Aug 30 2019
End date		Jun 09 2019	Jun 18 2019	Jun 27 2019	Jul 06 2019	Jul 15 2019	Jul 24 2019	Aug 02 2019	Aug 11 2019	Aug 20 2019	Aug 29 2019	Sep 07 2019
Roster days on	286	7 <input checked="" type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>
Roster days off	80	2	2	2	2	2	2	2	2	2	2	2
No. of RTO during the period	80.00	2	2	2	2	2	2	2	2	2	2	2
		→	→	→	→	→	→	→	→	→	→	→

✘ clear all 📁 save 📁 save to user

8. To set up the 7:2 7:2 7:3 Roster, keep *Period 1* and *Period 2* as is, but change *Period 3* from 7:2 to 7:3:

	Total	Period 1	Period 2	Period 3
Start date		Jun 01 2019	Jun 10 2019	Jun 19 2019
End date		Jun 09 2019	Jun 18 2019	Jun 28 2019
Roster days on	285	7 <input checked="" type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>
Roster days off	81	2	2	3
No. of RTO during the period	81.00	2	2	3
		→	→	→

9. Tick the *Repeat Roster* box in *Period 2* and *Period 3*, so all three periods are ticked:

	Total	Period 1	Period 2	Period 3
Start date		Jun 01 2019	Jun 10 2019	Jun 19 2019
End date		Jun 09 2019	Jun 18 2019	Jun 28 2019
Roster days on	285	7 <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/>
Roster days off	81	2	2	3
No. of RTO during the period	81.00	2	2	3
		→	→	→

10. Click the *arrow* icon in *Period 3*:

	Total	Period 1	Period 2	Period 3
Start date		Jun 01 2019	Jun 10 2019	Jun 19 2019
End date		Jun 09 2019	Jun 18 2019	Jun 28 2019
Roster days on	285	7 <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/>
Roster days off	81	2	2	3
No. of RTO during the period	81.00	2	2	3
		→	→	→

The Roster now displays your 7:2 7:2 7:3 Roster for the entire season:

Year: Jun 01 2019 to May 31 2020

	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11
Start date		Jun 01 2019	Jun 10 2019	Jun 19 2019	Jun 29 2019	Jul 08 2019	Jul 17 2019	Jul 27 2019	Aug 05 2019	Aug 14 2019	Aug 24 2019	Sep 02 2019
End date		Jun 09 2019	Jun 18 2019	Jun 28 2019	Jul 07 2019	Jul 16 2019	Jul 26 2019	Aug 04 2019	Aug 13 2019	Aug 23 2019	Sep 01 2019	Sep 10 2019
Roster days on	275	7 <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>
Roster days off	91	2	2	3	2	2	3	2	2	3	2	2
No. of RTO during the period	91.00	2	2	3	2	2	3	2	2	3	2	2
		→	→	→	→	→	→	→	→	→	→	→

✖ clear all
💾 save
👤 save to user

11. Click *Save to User*:

Year: Jun 01 2019 to May 31 2020

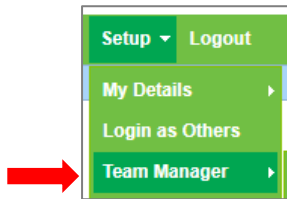
	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11
Start date		Jun 01 2019	Jun 10 2019	Jun 19 2019	Jun 29 2019	Jul 08 2019	Jul 17 2019	Jul 27 2019	Aug 05 2019	Aug 14 2019	Aug 24 2019	Sep 02 2019
End date		Jun 09 2019	Jun 18 2019	Jun 28 2019	Jul 07 2019	Jul 16 2019	Jul 26 2019	Aug 04 2019	Aug 13 2019	Aug 23 2019	Sep 01 2019	Sep 10 2019
Roster days on	275	7 <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>
Roster days off	91	2	2	3	2	2	3	2	2	3	2	2
No. of RTO during the period	91.00	2	2	3	2	2	3	2	2	3	2	2
		→	→	→	→	→	→	→	→	→	→	→

✖ clear all
💾 save
👤 save to user

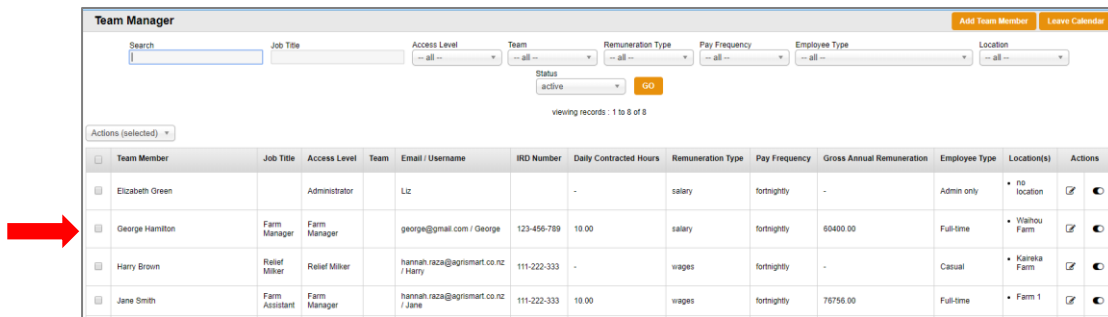
Same Roster for Entire Season except over Calving

Example used is 11:3 but 6:1 over Calving

1. Hover on *Setup* and click on *Team Manager*:



2. Select the team member:



The following screen will appear:

A screenshot of the 'Edit Team Member' form for George Hamilton. The form has tabs for General, Employment Details, Payroll, Leave, Payroll Audit, Notes, Reminders, User Files, Skills, and Preferences. The General tab is active. Fields include: Username (George), Password (minimum 8 characters), First Name (George), Last Name (Hamilton), Employee Type (Full-time), Remuneration Type (salary), Email Address (george@gmail.com), Job Title (Farm Manager), Team (no team), Primary Location (Waikou Farm), Other Locations (Select Some Options), Access Level (Farm Manager), Health and Safety Responsibility Level (manager), Roster display colour (text), Hide rostered days off (checked), Exclude from Rosters and Tasks (unchecked), Pay Week Ending Day (Sunday), Exclude from dashboard (unchecked), Access Timesheet Viewer Report (unchecked), and Timesheet Supervisor (unchecked). A 'save >>' button is at the bottom right.

3. Click on the *Employment Details* tab:

A screenshot of the 'Employment Details' tab in the 'Edit Team Member' form for George Hamilton. The 'Employment Details' tab is highlighted with a red box. Fields include: IRD Number (123-456-789), Employee Code, Tax Code (M), Start Date (jun 20 2018), Date Entitled To Sick Leave (Dec 20 2018), Termination Date, Employee KiwiSaver Contribution (4%), Employer KiwiSaver Contribution (3%), Kiwisaver Status (Active KS Member), Kiwisaver Opted Out Date, Pay Frequency (fortnightly), Gross Annual Remuneration (60400.00), Amount Payable / Pay Period (2323.08), Number of Weeks Holiday Entitlement (4), Rostered Days On (4.08), Rostered Days Off (1), Daily Contracted Hours (10.00), Weekly Contracted Hours (56.22), Actual Hourly Rate Paid (20.6606), Minimum Hourly Rate (0.00), Sick Day entitlement for the full year (5), Maximum number of sick days available (20), Latest pay change (jul 18 2019), Latest pay period start (jul 29 2019), Latest pay period end (Aug 11 2019), and Bank Account Number (12-2343-4755532-50). A red box highlights the bottom section of the form, and a warning icon is present.

4. Click on the *calculator* icon in line with the *Rostered Days On* field:

* Rostered Days On : 2.5  (click to calculate) 

* Rostered Days Off : 1  (click to calculate)

The following screen will appear:

Year : Jun 01 2019 to May 31 2020 ▼

	Total	Period 1	+
Start date		Jun 01 2019	
End date			
Roster days on		<input type="text" value=""/>	<input type="checkbox"/>
Roster days off		<input type="text" value=""/>	
No. of RTO during the period			
		x	→

x clear all save save to user

5. Enter in the first period of the Roster, i.e. 11:3:

Year : Jun 01 2019 to May 31 2020 ▼

	Total	Period 1	+
Start date		Jun 01 2019	
End date		Jun 14 2019	
Roster days on	11	<input type="text" value="11"/>	<input type="checkbox"/>
Roster days off	3	<input type="text" value="3"/>	
No. of RTO during the period	3.00	3	
		x	→

x clear all save save to user

6. Click the *arrow* icon:

Year : Jun 01 2019 to May 31 2020 ▼

	Total	Period 1	+
Start date		Jun 01 2019	
End date		Jun 14 2019	
Roster days on	11	<input type="text" value="11"/>	<input type="checkbox"/>
Roster days off	3	<input type="text" value="3"/>	
No. of RTO during the period	3.00	3	
		x	→

x clear all save save to user

The following screen will appear:

NB: You will see the roster of 11:3 is carried through to 31/05 of the following year

Year: Jun 01 2019 to May 31 2020												
	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11
Start date		Jun 01 2019	Jun 15 2019	Jun 29 2019	Jul 13 2019	Jul 27 2019	Aug 10 2019	Aug 24 2019	Sep 07 2019	Sep 21 2019	Oct 05 2019	Oct 19 2019
End date		Jun 14 2019	Jun 28 2019	Jul 12 2019	Jul 26 2019	Aug 09 2019	Aug 23 2019	Sep 06 2019	Sep 20 2019	Oct 04 2019	Oct 18 2019	Nov 01 2019
Roster days on	288	11	11	11	11	11	11	11	11	11	11	11
Roster days off	78	3	3	3	3	3	3	3	3	3	3	3
No. of RTO during the period	78.00	3	3	3	3	3	3	3	3	3	3	3
		→	→	→	→	→	→	→	→	→	→	→

7. Find the period where the Roster changes from 11:3 to 6:1 i.e. *Period 4 (13/07)*:

Period 1	Period 2	Period 3	Period 4
Jun 01 2019	Jun 15 2019	Jun 29 2019	Jul 13 2019
Jun 14 2019	Jun 28 2019	Jul 12 2019	Jul 26 2019
11	11	11	11
3	3	3	3
3	3	3	3
→	→	→	→

8. Change 11:3 to 6:1:

Period 1	Period 2	Period 3	Period 4
Jun 01 2019	Jun 15 2019	Jun 29 2019	Jul 13 2019
Jun 14 2019	Jun 28 2019	Jul 12 2019	Jul 19 2019
11	11	11	6
3	3	3	1
3	3	3	1
→	→	→	→

9. Tick the *Repeat Roster* box, then click the *arrow* icon:

Period 1	Period 2	Period 3	Period 4
Jun 01 2019	Jun 15 2019	Jun 29 2019	Jul 13 2019
Jun 14 2019	Jun 28 2019	Jul 12 2019	Jul 19 2019
11	11	11	6 <input checked="" type="checkbox"/>
3	3	3	1
3	3	3	1
→	→	→	→

You will now see that from *Period 4* onwards, the Roster has changed to 6:1:

Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10
Jul 13 2019	Jul 20 2019	Jul 27 2019	Aug 03 2019	Aug 10 2019	Aug 17 2019	Aug 24 2019
Jul 19 2019	Jul 26 2019	Aug 02 2019	Aug 09 2019	Aug 16 2019	Aug 23 2019	Aug 30 2019
6 <input checked="" type="checkbox"/>	6	6	6	6	6	6
1	1	1	1	1	1	1
1	1	1	1	1	1	1
→	→	→	→	→	→	→

10. Untick the *Repeat Roster* box in *Period 4*:

Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10
Jul 13 2019	Jul 20 2019	Jul 27 2019	Aug 03 2019	Aug 10 2019	Aug 17 2019	Aug 24 2019
Jul 19 2019	Jul 26 2019	Aug 02 2019	Aug 09 2019	Aug 16 2019	Aug 23 2019	Aug 30 2019
6 <input type="checkbox"/>	6 <input type="checkbox"/>	6 <input type="checkbox"/>	6 <input type="checkbox"/>	6 <input type="checkbox"/>	6 <input type="checkbox"/>	6 <input type="checkbox"/>
1	1	1	1	1	1	1
1	1	1	1	1	1	1
→	→	→	→	→	→	→

11. Find the period where the Roster should change back to 11:3 to 6:1 i.e. *Period 13 (14/09)*:

Period 10	Period 11	Period 12	Period 13
Aug 24 2019	Aug 31 2019	Sep 07 2019	Sep 14 2019
Aug 30 2019	Sep 06 2019	Sep 13 2019	Sep 20 2019
6 <input type="checkbox"/>	6 <input type="checkbox"/>	6 <input type="checkbox"/>	6 <input type="checkbox"/>
1	1	1	1
1	1	1	1
→	→	→	→

12. Change 6:1 to 11:3:

Period 10	Period 11	Period 12	Period 13
Aug 24 2019	Aug 31 2019	Sep 07 2019	Sep 14 2019
Aug 30 2019	Sep 06 2019	Sep 13 2019	Sep 27 2019
6 <input type="checkbox"/>	6 <input type="checkbox"/>	6 <input type="checkbox"/>	11 <input type="checkbox"/>
1	1	1	3
1	1	1	3
→	→	→	→

13. Tick the *Repeat Roster* box, then click the *arrow* icon:

Period 10	Period 11	Period 12	Period 13
Aug 24 2019	Aug 31 2019	Sep 07 2019	Sep 14 2019
Aug 30 2019	Sep 06 2019	Sep 13 2019	Sep 27 2019
6 <input type="checkbox"/>	6 <input type="checkbox"/>	6 <input type="checkbox"/>	11 <input checked="" type="checkbox"/>
1	1	1	3
1	1	1	3
→	→	→	→

You will now see that from *Period 13* onwards, the Roster has changed back to 11:3:

Period 13	Period 14	Period 15	Period 16	Period 17	Period 18	Period 19
Sep 14 2019	Sep 28 2019	Oct 12 2019	Oct 26 2019	Nov 09 2019	Nov 23 2019	Dec 07 2019
Sep 27 2019	Oct 11 2019	Oct 25 2019	Nov 08 2019	Nov 22 2019	Dec 06 2019	Dec 20 2019
11 <input checked="" type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>
3	3	3	3	3	3	3
3	3	3	3	3	3	3
→	→	→	→	→	→	→

14. Click *Save to User*:

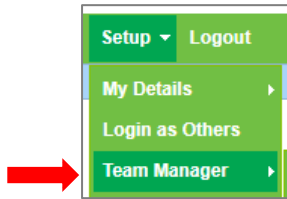
Year: Jun 01 2019 to May 31 2020 ▾

Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11
Start date	Jun 01 2019	Jun 15 2019	Jun 29 2019	Jul 13 2019	Jul 20 2019	Jul 27 2019	Aug 03 2019	Aug 10 2019	Aug 17 2019	Aug 24 2019	Aug 31 2019
End date	Jun 14 2019	Jun 28 2019	Jul 12 2019	Jul 19 2019	Jul 26 2019	Aug 02 2019	Aug 09 2019	Aug 16 2019	Aug 23 2019	Aug 30 2019	Sep 06 2019
Roster days on	294 11	11	11	6	6	6	6	6	6	6	6
Roster days off	72 3	3	3	1	1	1	1	1	1	1	1
No. of RTO during the period	72.00 3	3	3	1	1	1	1	1	1	1	1
	→	→	→	→	→	→	→	→	→	→	→

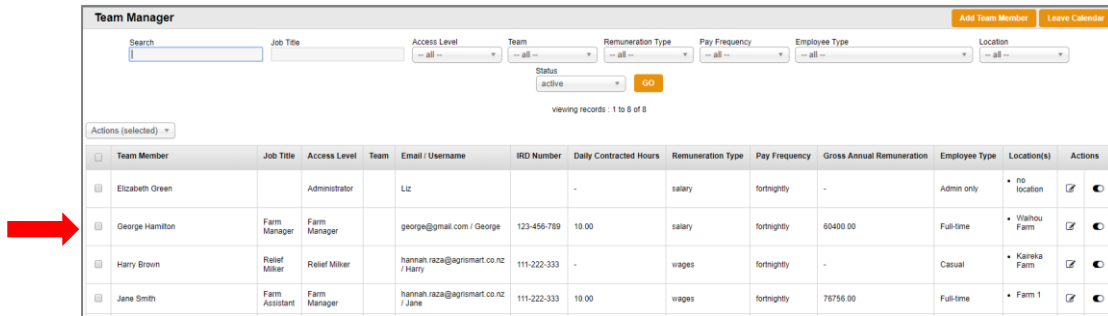
✖ clear all
💾 save
👤 save to user

Deleting a Roster

1. Hover on *Setup* and click on *Team Manager*:



2. Select the team member:



The following screen will appear:

A screenshot of the 'Edit Team Member' form for George Hamilton. The form has tabs for General, Employment Details, Payroll, Leave, Payroll Audit, Notes, Reminders, User Files, Skills, and Preferences. The General tab is active. The form contains fields for Username, Password, First Name, Last Name, Employee Type, Remuneration Type, Email Address, Job Title, Team, Primary Location, Other Locations, Access Level, Health and Safety Responsibility Level, Roster display colour, Hide rostered days off, Exclude from Rosters and Tasks, Pay Week Ending Day, Exclude from dashboard, Access Timesheet Viewer Report, and Timesheet Supervisor. A 'save >>' button is at the bottom right.

3. Click on the *Employment Details* tab:

A screenshot of the 'Employment Details' tab in the 'Edit Team Member' form for George Hamilton. The tab is highlighted with a red box. The form contains fields for IRD Number, Employee Code, Tax Code, Start Date, Date Entitled To Sick Leave, Termination Date, Employee KiwiSaver Contribution, Employer KiwiSaver Contribution, Kiwisaver Status, Kiwisaver Opted Out Date, Pay Frequency, Gross Annual Remuneration, Amount Payable / Pay Period, Number of Weeks Holiday Entitlement, Rostered Days On, Rostered Days Off, Daily Contracted Hours, Weekly Contracted Hours, Actual Hourly Rate Paid, Minimum Hourly Rate, Sick Day entitlement for the full year, Maximum number of sick days available, Latest pay change, Latest pay period start, Latest pay period end, and Bank Account Number. A red box highlights the bottom section of the form, which includes a warning icon. A 'save >>' button is at the bottom right.

4. Click on the *calculator* icon in line with the *Rostered Days On* field:




* Rostered Days On : 4.08  (click to calculate) 

* Rostered Days Off : 1  (click to calculate)

A similar screen will appear:

Year : Jun 01 2019 to May 31 2020




	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11
Start date		Jun 01 2019	Jun 15 2019	Jun 29 2019	Jul 13 2019	Jul 20 2019	Jul 27 2019	Aug 03 2019	Aug 10 2019	Aug 17 2019	Aug 24 2019	Aug 31 2019
End date		Jun 14 2019	Jun 28 2019	Jul 12 2019	Jul 19 2019	Jul 26 2019	Aug 02 2019	Aug 09 2019	Aug 16 2019	Aug 23 2019	Aug 30 2019	Sep 06 2019
Roster days on	294	11	11	11	6	6	6	6	6	6	6	6
Roster days off	72	3	3	3	1	1	1	1	1	1	1	1
No. of RTO during the period	72.00	3	3	3	1	1	1	1	1	1	1	1
		→	→	→	→	→	→	→	→	→	→	→

5. Click *Clear All*:



Year : Jun 01 2019 to May 31 2020

	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11
Start date		Jun 01 2019	Jun 15 2019	Jun 29 2019	Jul 13 2019	Jul 20 2019	Jul 27 2019	Aug 03 2019	Aug 10 2019	Aug 17 2019	Aug 24 2019	Aug 31 2019
End date		Jun 14 2019	Jun 28 2019	Jul 12 2019	Jul 19 2019	Jul 26 2019	Aug 02 2019	Aug 09 2019	Aug 16 2019	Aug 23 2019	Aug 30 2019	Sep 06 2019
Roster days on	294	11	11	11	6	6	6	6	6	6	6	6
Roster days off	72	3	3	3	1	1	1	1	1	1	1	1
No. of RTO during the period	72.00	3	3	3	1	1	1	1	1	1	1	1
		→	→	→	→	→	→	→	→	→	→	→


6. Click *OK*:

c3.timesmart.co.nz says
clear all, are you sure?

7. Click *Save to User*:

Year : Jun 01 2019 to May 31 2020

	Total	Period 1	
Start date		Jun 01 2019	
End date			
Roster days on	294		
Roster days off	72		
No. of RTO during the period	72.00		
			→

