

TEAM MANAGER - SETTING UP A ROSTER

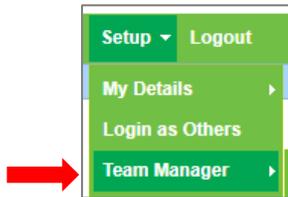
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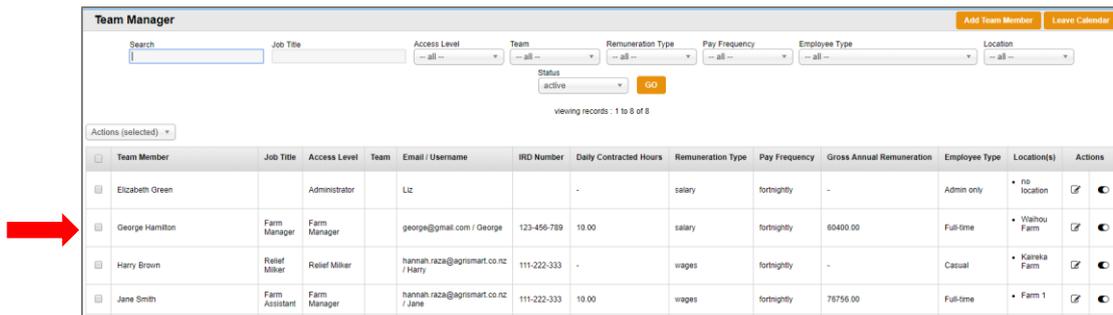
Simple Roster

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 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 (George), Password, 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 (Waihou 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 form contains fields for 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.

7. 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	11 <input type="checkbox"/>	
Roster days off	3	3 <input type="checkbox"/>	
No. of RTO during the period	3.00	3	
		✕	→

✕ 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 <input type="checkbox"/>										
Roster days off	78	3 <input type="checkbox"/>										
No. of RTO during the period	78.00	3	3	3	3	3	3	3	3	3	3	3
		→	→	→	→	→	→	→	→	→	→	→

✕ clear all save save to user

8. Click *Save to User*:

Year : Jun 01 2019 to May 31 2020 ▾

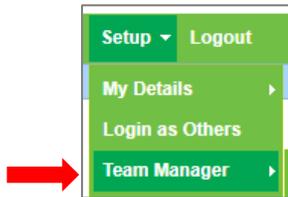
	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11
Start date		Jun 01 2019	Jun 15 2019	Jun 29 2019	Jul 13 2019	Jul 27 2019	Aug 10 2019	Aug 24 2019	Sep 07 2019	Sep 21 2019	Oct 05 2019	Oct 19 2019
End date		Jun 14 2019	Jun 28 2019	Jul 12 2019	Jul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

✕ clear all save save to user

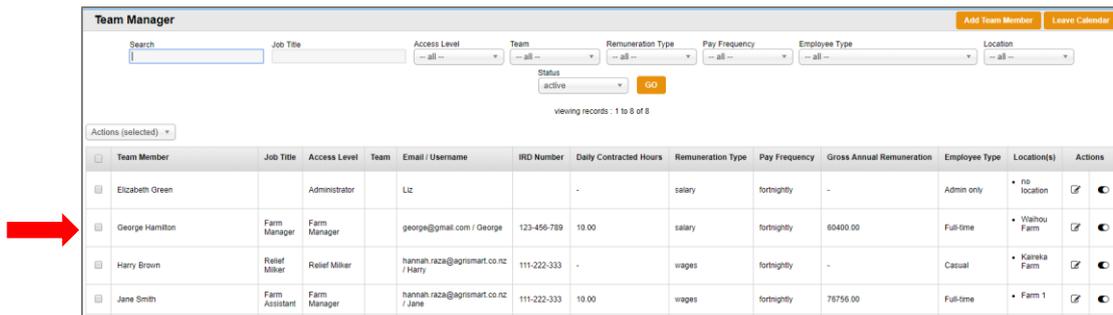
Alternating Roster

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 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', 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, 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, and Maximum number of sick days available. There are also fields for Latest pay change, Latest pay period start, and Latest pay period end. A 'more accounts' button and a 'save >>' button are at the bottom.

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=""/>	
Roster days off		<input type="text" value=""/>	
No. of RTO during the period			
			→

 clear all  save  save to user

5. Change the *Year* if applicable:

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=""/>	
Roster days off		<input type="text" value=""/>	
No. of RTO during the period			
			→

 clear all  save  save to user

6. 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	<input type="text" value="7"/>	
Roster days off	2	<input type="text" value="2"/>	
No. of RTO during the period	2.00	2	
			→

 clear all  save  save to user

7. 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
No. of RTO during the period	2.00	2
		✘ →

✘ clear all 📁 save 📁 save to user

8. 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"/>									
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

9. 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
		→	→	→

10. 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
		→	→	→

11. 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"/>							
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
		→	→	→	→	→	→	→	→	→	→	→

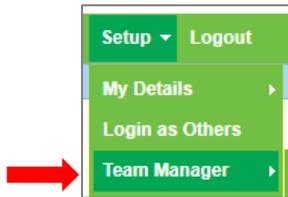
12. Click *Save to User*:

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"/>							
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
		→	→	→	→	→	→	→	→	→	→	→

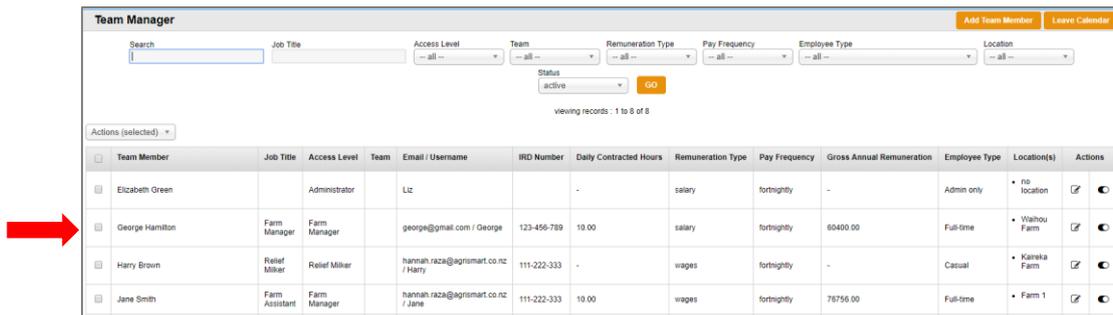
Same Roster for Entire Season except over Calving

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 is divided into 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, 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 'Edit Team Member' form for George Hamilton, showing the 'Employment Details' tab. 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, and KiwiSaver Opted Out Date. There is a red box around the 'Employment Details' tab and another red box around the 'Pay Frequency' field. A warning icon is visible in the bottom right corner of the form.

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="checkbox"/>

5. Change the *Year* if applicable:

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="checkbox"/>

6. 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="checkbox"/>

7. 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	11 <input type="checkbox"/>	
Roster days off	3	3 <input type="checkbox"/>	
No. of RTO during the period	3.00	3	
		✕	→

✕ 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 <input type="checkbox"/>										
Roster days off	78	3 <input type="checkbox"/>										
No. of RTO during the period	78.00	3	3	3	3	3	3	3	3	3	3	3
		→	→	→	→	→	→	→	→	→	→	→

✕ clear all save save to user

8. 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 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>
3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>
3	3	3	3
→	→	→	→

9. 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 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	6 <input type="checkbox"/>
3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	1 <input type="checkbox"/>
3	3	3	1
→	→	→	→

10. 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 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	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 <input type="checkbox"/>					
1	1	1	1	1	1	1
1	1	1	1	1	1	1
→	→	→	→	→	→	→

11. 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"/>						
1	1	1	1	1	1	1
1	1	1	1	1	1	1
→	→	→	→	→	→	→

12. 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
→	→	→	→

13. 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
→	→	→	→

14. 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"/>					
3	3	3	3	3	3	3
3	3	3	3	3	3	3
→	→	→	→	→	→	→

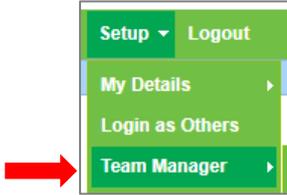
15. Click *Save to User*:

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 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	6 <input type="checkbox"/>							
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
		→	→	→	→	→	→	→	→	→	→	→

Complex Roster

Example used is 9 weeks of 8:2/8:3, then 8 weeks of 6:1 over Calving, then 5:2 for the remainder of the season

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



2. Select the team member:

A screenshot of the 'Team Manager' interface. At the top, there are search filters for Job Title, Access Level, Team, Remuneration Type, Pay Frequency, Employee Type, and Location. Below the filters is a table with columns: Team Member, Job Title, Access Level, Team, Email / Username, IRD Number, Daily Contracted Hours, Remuneration Type, Pay Frequency, Gross Annual Remuneration, Employee Type, Location(s), and Actions. A red arrow points to the row for George Hamilton.

Team Member	Job Title	Access Level	Team	Email / Username	IRD Number	Daily Contracted Hours	Remuneration Type	Pay Frequency	Gross Annual Remuneration	Employee Type	Location(s)	Actions
<input type="checkbox"/>	Elizabeth Green	Administrator	Lit	Lit		-	salary	fortnightly	-	Admin only	• no location	<input type="checkbox"/>
<input type="checkbox"/>	George Hamilton	Farm Manager	Farm Manager	george@gmail.com / George	123-456-789	10.00	salary	fortnightly	60400.00	Full-time	• Waihou Farm	<input type="checkbox"/>
<input type="checkbox"/>	Harry Brown	Relief Milker	Relief Milker	hannah.raza@agrismart.co.nz / Harry	111-222-333	-	wages	fortnightly	-	Casual	• Kareka Farm	<input type="checkbox"/>
<input type="checkbox"/>	Jane Smith	Farm Assistant	Farm Manager	hannah.raza@agrismart.co.nz / Jane	111-222-333	10.00	wages	fortnightly	76756.00	Full-time	• Farm 1	<input type="checkbox"/>

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, showing 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 for George Hamilton. The form shows 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 'Employment Details' tab and the calculation section. A warning icon is present in the calculation section. 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. Change the *Year* if applicable:

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=""/>

6. Enter in the first period of the Roster, i.e. 8:2:

Year : Jun 01 2019 to May 31 2020 ▼

	Total	Period 1	+
Start date		Jun 01 2019	
End date		Jun 10 2019	
Roster days on	8	<input type="text" value="8"/>	<input type="checkbox"/>
Roster days off	2	<input type="text" value="2"/>	
No. of RTO during the period	2.00	2	
		<input type="text" value=""/>	<input type="text" value=""/>
		<input type="text" value=""/>	<input type="text" value=""/>

9. To set up the 8:2 8:3 Roster, change *Period 2* from 8:2 to 8:3:

	Total	Period 1	Period 2
Start date		Jun 01 2019	Jun 11 2019
End date		Jun 10 2019	Jun 21 2019
Roster days on	293	8 <input checked="" type="checkbox"/>	8 <input type="checkbox"/>
Roster days off	73	2	3
No. of RTO during the period	73.00	2	3
		→	→

10. Tick the *Repeat Roster* box in *Period 2*, so both periods are ticked:

	Total	Period 1	Period 2
Start date		Jun 01 2019	Jun 11 2019
End date		Jun 10 2019	Jun 21 2019
Roster days on	293	8 <input checked="" type="checkbox"/>	8 <input checked="" type="checkbox"/>
Roster days off	73	2	3
No. of RTO during the period	73.00	2	3
		→	→

11. Click the *arrow* icon in *Period 2*:

	Total	Period 1	Period 2
Start date		Jun 01 2019	Jun 11 2019
End date		Jun 10 2019	Jun 21 2019
Roster days on	293	8 <input checked="" type="checkbox"/>	8 <input checked="" type="checkbox"/>
Roster days off	73	2	3
No. of RTO during the period	73.00	2	3
		→	→

The Roster now displays your 8:2 8:3 Roster for the entire season:

	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 11 2019	Jun 22 2019	Jul 02 2019	Jul 13 2019	Jul 23 2019	Aug 03 2019	Aug 13 2019	Aug 24 2019	Sep 03 2019	Sep 14 2019
End date		Jun 10 2019	Jun 21 2019	Jul 01 2019	Jul 12 2019	Jul 22 2019	Aug 02 2019	Aug 12 2019	Aug 23 2019	Sep 02 2019	Sep 13 2019	Sep 23 2019
Roster days on	280	8 <input checked="" type="checkbox"/>	8 <input checked="" type="checkbox"/>	8 <input type="checkbox"/>								
Roster days off	86	2	3	2	3	2	3	2	3	2	3	2
No. of RTO during the period	86.00	2	3	2	3	2	3	2	3	2	3	2
		→	→	→	→	→	→	→	→	→	→	→

12. Untick the *Repeat Roster* boxes in *Period 1 and 2*, so both periods are unticked:

	Total	Period 1	Period 2	Period 3	Period 4
Start date		Jun 01 2019	Jun 11 2019	Jun 22 2019	Jul 02 2019
End date		Jun 10 2019	Jun 21 2019	Jul 01 2019	Jul 12 2019
Roster days on	280	8 <input type="checkbox"/>	8 <input type="checkbox"/>	8 <input type="checkbox"/>	8 <input type="checkbox"/>
Roster days off	86	2	3	2	3
No. of RTO during the period	86.00	2	3	2	3
		→	→	→	→

13. Find the period where the Roster changes from 8:2/8:3 to 6:1 i.e. *Period 7 (03/08)*:

Period 5	Period 6	Period 7
Jul 13 2019	Jul 23 2019	Aug 03 2019
Jul 22 2019	Aug 02 2019	Aug 12 2019
8 <input type="checkbox"/>	8 <input type="checkbox"/>	8 <input type="checkbox"/>
2	3	2
2	3	2
→	→	→

14. Change 8:2 to 6:1:

Period 5	Period 6	Period 7
Jul 13 2019	Jul 23 2019	Aug 03 2019
Jul 22 2019	Aug 02 2019	Aug 09 2019
8 <input type="checkbox"/>	8 <input type="checkbox"/>	6 <input type="checkbox"/>
2	3	1
2	3	1
→	→	→

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

Period 5	Period 6	Period 7
Jul 13 2019	Jul 23 2019	Aug 03 2019
Jul 22 2019	Aug 02 2019	Aug 09 2019
8 <input type="checkbox"/>	8 <input type="checkbox"/>	6 <input checked="" type="checkbox"/>
2	3	1
2	3	1
→	→	→

You will now see that from *Period 7* onwards, the Roster has changed to 6:1:

Period 7	Period 8	Period 9	Period 10	Period 11
Aug 03 2019	Aug 10 2019	Aug 17 2019	Aug 24 2019	Aug 31 2019
Aug 09 2019	Aug 16 2019	Aug 23 2019	Aug 30 2019	Sep 06 2019
6 <input checked="" 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
→	→	→	→	→

16. Untick the *Repeat Roster* box in *Period 7*:

Period 7	Period 8	Period 9	Period 10	Period 11
Aug 03 2019	Aug 10 2019	Aug 17 2019	Aug 24 2019	Aug 31 2019
Aug 09 2019	Aug 16 2019	Aug 23 2019	Aug 30 2019	Sep 06 2019
6 <input type="checkbox"/>				
1	1	1	1	1
1	1	1	1	1
→	→	→	→	→

17. Find the period where the Roster changes from 6:1 to 5:2 i.e. *Period 15* (28/09):

Period 13	Period 14	Period 15
Sep 14 2019	Sep 21 2019	Sep 28 2019
Sep 20 2019	Sep 27 2019	Oct 04 2019
6 <input type="checkbox"/>	6 <input type="checkbox"/>	6 <input type="checkbox"/>
1	1	1
1	1	1
→	→	→

18. Change 6:1 to 5:2:

Period 13	Period 14	Period 15
Sep 14 2019	Sep 21 2019	Sep 28 2019
Sep 20 2019	Sep 27 2019	Oct 04 2019
6 <input type="checkbox"/>	6 <input type="checkbox"/>	5 <input type="checkbox"/>
1	1	2
1	1	2
→	→	→

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

Period 13	Period 14	Period 15
Sep 14 2019	Sep 21 2019	Sep 28 2019
Sep 20 2019	Sep 27 2019	Oct 04 2019
6 <input type="checkbox"/>	6 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>
1	1	2
1	1	2
→	→	→

You will now see that from *Period 15* onwards, the Roster has changed to 5:2:

Period 15	Period 16	Period 17	Period 18	Period 19
Sep 28 2019	Oct 05 2019	Oct 12 2019	Oct 19 2019	Oct 26 2019
Oct 04 2019	Oct 11 2019	Oct 18 2019	Oct 25 2019	Nov 01 2019
5 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	5 <input type="checkbox"/>	5 <input type="checkbox"/>	5 <input type="checkbox"/>
2	2	2	2	2
2	2	2	2	2
→	→	→	→	→

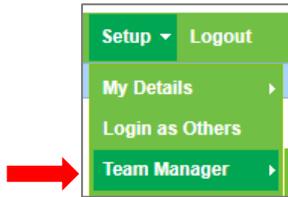
20. Click *Save to User*:

	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Start date		Jun 01 2019	Jun 11 2019	Jun 22 2019	Jul 02 2019	Jul 13 2019	Jul 23 2019	Aug 03 2019	Aug 10 2019
End date		Jun 10 2019	Jun 21 2019	Jul 01 2019	Jul 12 2019	Jul 22 2019	Aug 02 2019	Aug 09 2019	Aug 16 2019
Roster days on	273	8 <input type="checkbox"/>	6 <input type="checkbox"/>	6 <input type="checkbox"/>					
Roster days off	93	2	3	2	3	2	3	1	1
No. of RTO during the period	93.00	2	3	2	3	2	3	1	1
		→	→	→	→	→	→	→	→

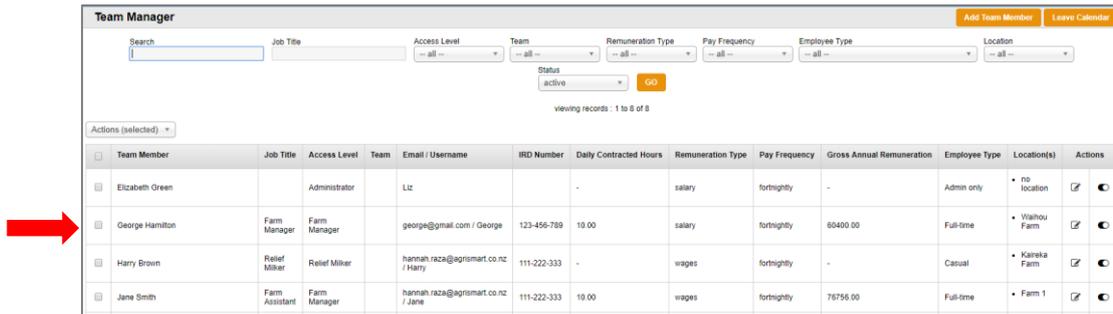
clear all save **save to user**

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 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, 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 : 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. Change the *Year* if applicable:

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 *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

7. Click *OK*:

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

8. 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		
			 →