IMPAYROLL

Empowering Global Workforce Automation

Module: Shifts & Shift Patterns

The Shifts & Shift Patterns module in IMPAYROLL provides an intelligent scheduling engine that simplifies global workforce management. It automates the creation, assignment, and tracking of employee shifts using templates, patterns, and time zone awareness. This ensures coverage, compliance, and fairness while reducing manual planning overhead.

nift Patterns

v

lligile modale for mananzing employees whifts wide: yidemide.
omage departate'dy provide ork peri fred through with psypoul
d patterns résuring compliance with lord, mitulaiona and
ational regions auquilaltive

Taic 1	Workiad	Fart 3
inan	Eluth	chbavoe
Cma Inan	Sarva, huiun	Eventgated
fuxanngaaaderanua		
Finuf	Aprobidion	guffauncies

Shift Calendar

5 - Empavaring Global Workforce

IMPAYROLL

w

Shifts
&˙Shift Patterns Module

Creating and Managing Shifts

Shift Templates: Easy-shift template and vixchfare ddifing orier
diobal compliance: Eqmuigling crusomizeoie laxerio-minaling, am

SSiftB Rotenaces

2 Sos Mone
Oeraieners

Eood Piace
Eabmage

Senstoo ancis
Fipt.

Ferdied Hions
Sura

Siift Overnces

Shift Overview

ntegration

hage smuioft automate aré-des
gration with Attendance: Mod
payment for different shifts
-havidise ôr asigned actiual w

@25 - Empavering Workfor

IMPAYROLL

Shifts
& Shift Patterns M

Creating and Managing Shifts

Shift Ternpplates: Easy pedifig mertage and ritral nusme. Patterns

Global Compllance: Enaôr-shift-implement in multi-time zone
regulations, Aeapla TO larfit-timezone regulations

Greating and Managing Shifts

Automatic Shift assignment based 'piïnoffred
patterns for preafetined shiffs

Seamless integrative with Attendance
Module: Ailgnment with Payroll caiculations.'
Effective payments

SliMit Rovsocos ×

2 cootFroare
Gistap3 Fice

Zibos Mala   Ecrsinbs
Ha2/G014   Cosnout

Biote anerticp.
titlts.

Secerfone   Fipcs
Guiß   Cronou

Shift Ternplate

| Template Creation | → | Shift Assgnment | → | Attlendance Synchronization | → | PRG |

Next Module Preview

1. Module Overview

The Shifts module enables businesses to manage dynamic workforce schedules across departments, regions, and time zones. Using customizable shift templates and rotation patterns, administrators can maintain 24/7 coverage without manual reassignments. Employees can view their schedules in real-time through dashboards and receive automatic alerts for changes.

2. Key Components

• **Shift Calendar Planner:** A visual weekly or monthly planner showing shifts by department and employee. Sales, HR, and Engineering shifts are color-coded for clarity. • **Shift Template Editor:** Allows creation of reusable templates defining start/end times, recurrence, breaks, and assigned roles. • **Shift Overview Dashboard:** Displays key metrics such as coverage ratio, compliance percentage, and employee shift balance to ensure fair distribution.

3. Shift Management Workflow

The module follows a structured flow that integrates seamlessly with attendance and payroll: 1. **Template Creation:** Define standard working hours, rest periods, and rotations for departments. 2. **Scheduling:** Assign templates to employees or teams through the visual calendar interface. 3. **Attendance Sync:** Attendance records automatically validate against assigned shifts. 4. **Payroll Integration:** Approved shifts generate precise wage calculations, including overtime.

4. Business Impact & Value

• **Operational Efficiency:** Reduces manual scheduling effort by up to 80% using templates and patterns.
• **Compliance:** Supports local labor regulations and prevents shift overlaps.
• **Transparency:** Employees have clear visibility of upcoming shifts.
• **Scalability:** Handles multi-company, multi-timezone operations with ease.
• **Integration:** Directly connects to attendance tracking and payroll for end-to-end automation.

5. Future Enhancements

Upcoming features include AI-driven shift optimization for workload balancing, geo-aware scheduling, and predictive analytics for resource forecasting.

Next Module Preview: Income Tax Settings & Calculation

The next module focuses on global tax management, allowing configuration of multiple tax systems, progressive brackets, exemptions, and auto-calculated deductions per country. It ensures compliance with local tax laws and provides transparency to both employers and employees.