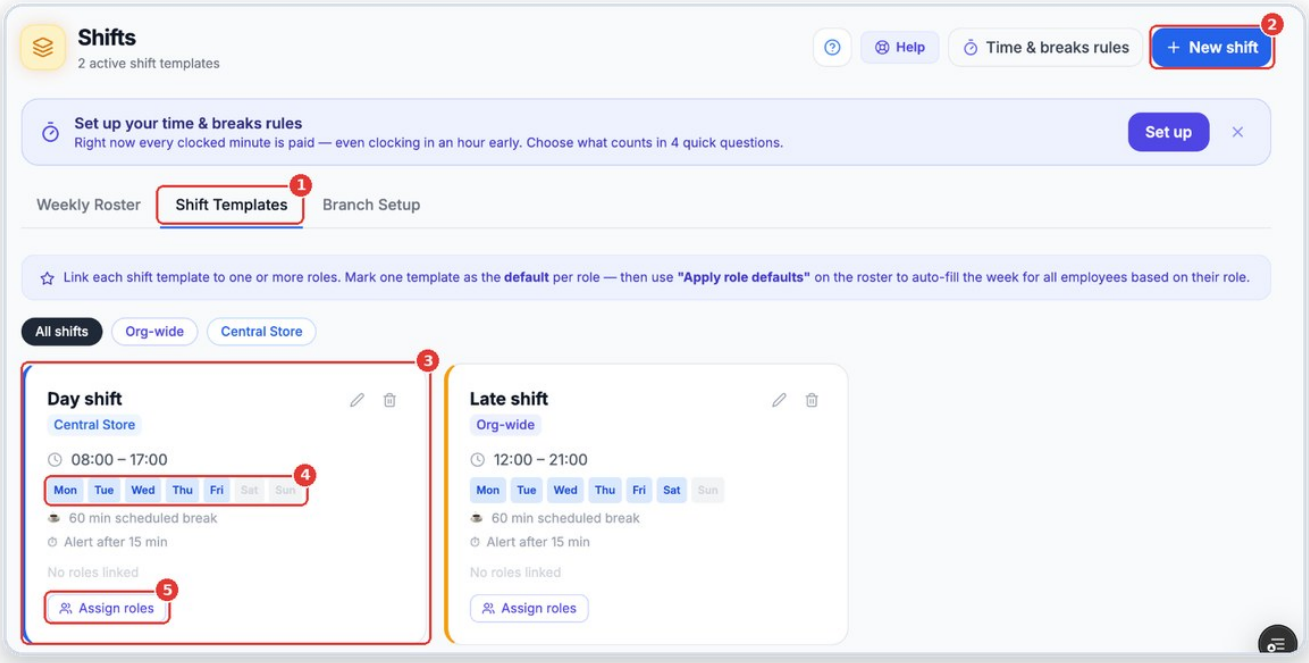
Set up your shift times once, then build the weekly roster. Staff see their shifts in the app and lateness is worked out from them.

1. Shift templates

1. Go to **Attendance → Shifts → Shift Templates**.
2. Click **New shift** and set the name, start and end time, break and the days it applies to.
3. Optionally link it to roles and mark a default per role — then the roster can fill itself in.

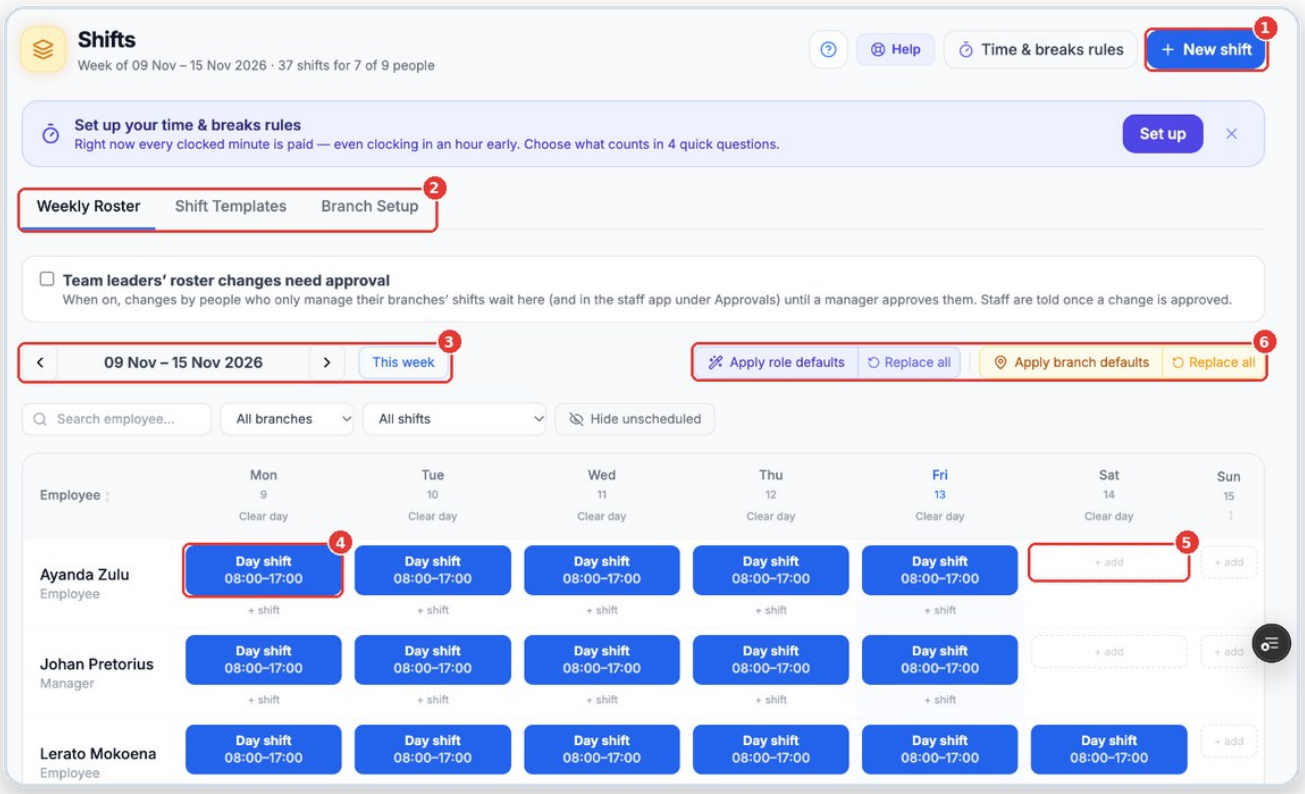


Shift Templates

1. **Shift Templates** tab.
2. **New shift**.
3. A shift: branch, times, days, break and late alert.
4. The days it is used.
5. Link it to roles.

2. The weekly roster

1. Open the **Weekly Roster** tab and pick the week with the arrows.
2. Each row is a person, each column a day. Click an empty box (**+ add**) to give someone a shift.
3. **Apply role defaults** or **Apply branch defaults** fills the whole week in one click.

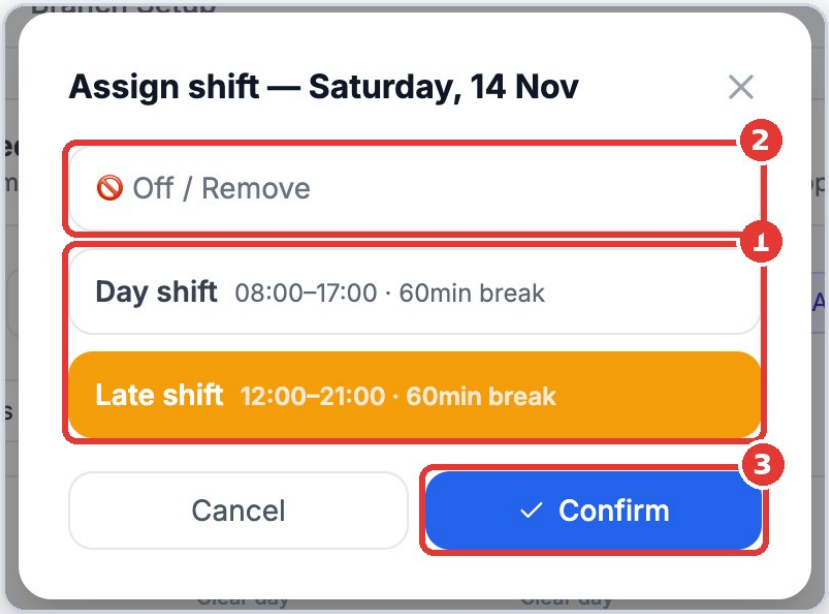


Weekly Roster

1. **New shift**.
2. Weekly Roster, Shift Templates and Branch Setup.
3. Pick the week.
4. A shift on the roster.
5. Click **+ add** to add a shift.
6. Fill the week from role or branch defaults.

3. Give someone a shift

1. Click the day for that person.
2. Pick the shift, or **Off / Remove** to take it away.
3. Click **Confirm**. The person sees it in the staff app.



Assign shift

1. Pick the shift.
2. Off / remove.
3. Confirm.

> **Tip:** Want team leaders’ roster changes approved first? Tick **Team leaders’ roster changes need approval** above the roster.

Still stuck? Use the feedback button in the TimeTap side menu, or ask us — we’re happy to help.