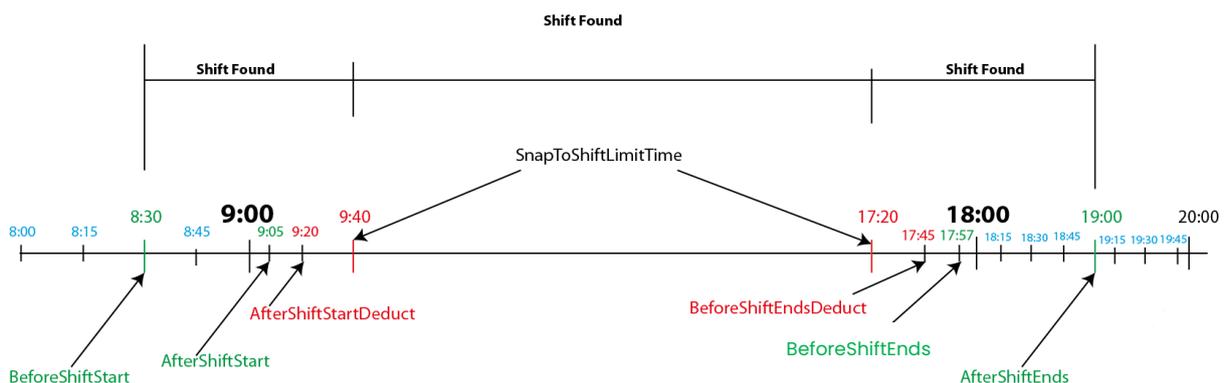# rota/timesheet configuration guide.

This guide explains the Rota/Timesheet Configuration found in the Home Setup section on CoolCare. (See below screenshot and diagram) All examples in the descriptions are based on the numbers in the screenshot and the times in the diagram.

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snapping to shift.

The below settings control when a shift will snap to shift or not:

snap to shift limit time.

This is the limit that if someone clocks in after the shift starts and before the shift finishes, they will still snap to shift. For example, if person A clocks in at 09:39 they will still snap to their shift, if person B clocks in at 09:41 they will not snap to their shift.

before shift start.

This is the amount of time that staff can clock in before a shift starts and it will still snap to their shift start time. For example, if Person A clocks in at 08:31 it will snap to their shift start time of 09:00 in the timesheet, if person B clocks in at 08:29 their shift will not snap.

after shift ends.

This is the amount of time that they can clock out after a shift has finished and it still snap to their shift end time. For example, if Person A clocks out at 18:59 their clock out will snap back to their shift end time of 18:00, if person B clocks out at 19:01, their shift will not snap back to their shift end time.

deductions.

The below settings will control how much time is deducted from a shift when a staff member has clocked in late or out early, only when a shift has snapped to shift:

after shift start deduct.

This is the amount of time you would deduct from the shift if someone missed their After Shift Start window. For example, if they clocked in at 09:06 and it did not snap to shift, 20 minutes would be deducted from their timesheet.

before shift ends deduct.

This is the amount of time that is deducted from the shift if they missed their Before Shift Ends clocking window. For example, if they were to clock out at 17:56 it would deduct 15 minutes from their timesheet.

after shift start.

This is the amount of time after their shift starts that staff can clock in and not have a deduction added. For example, if Person A clocks in at 09:04 their shift will not be deducted any time, if person B clocks in at 09:06 their shift will be deducted 20 minutes.

before shift ends.

This is the amount of time they can clock out before their shift ends and not have a deduction. For example, if person A were to clock out at 17:58 their shift would not be deducted any time, if they were to clock out at 17:56 the shift would be deducted 15 minutes.

not snapping to shift.

The below setting will affect times when clocks have not snapped to shift:

hour rounding interval.

This is only involved when a shift does not snap to shift. If someone clocks in and doesn't snap to a shift the Hour Rounding Interval is the time that it will snap the clock to, this does not round up it will always round down. For example, if someone were to clock out at 20:59 it will round their clock to the last 15-minute period, which would be 20:45.