Synergy Acc2026 - Fill In the Monthly Duty Roster

The Duty Roster is a monthly grid where you give each staff member a work time code for each day. This guide shows how to fill it in and save it.

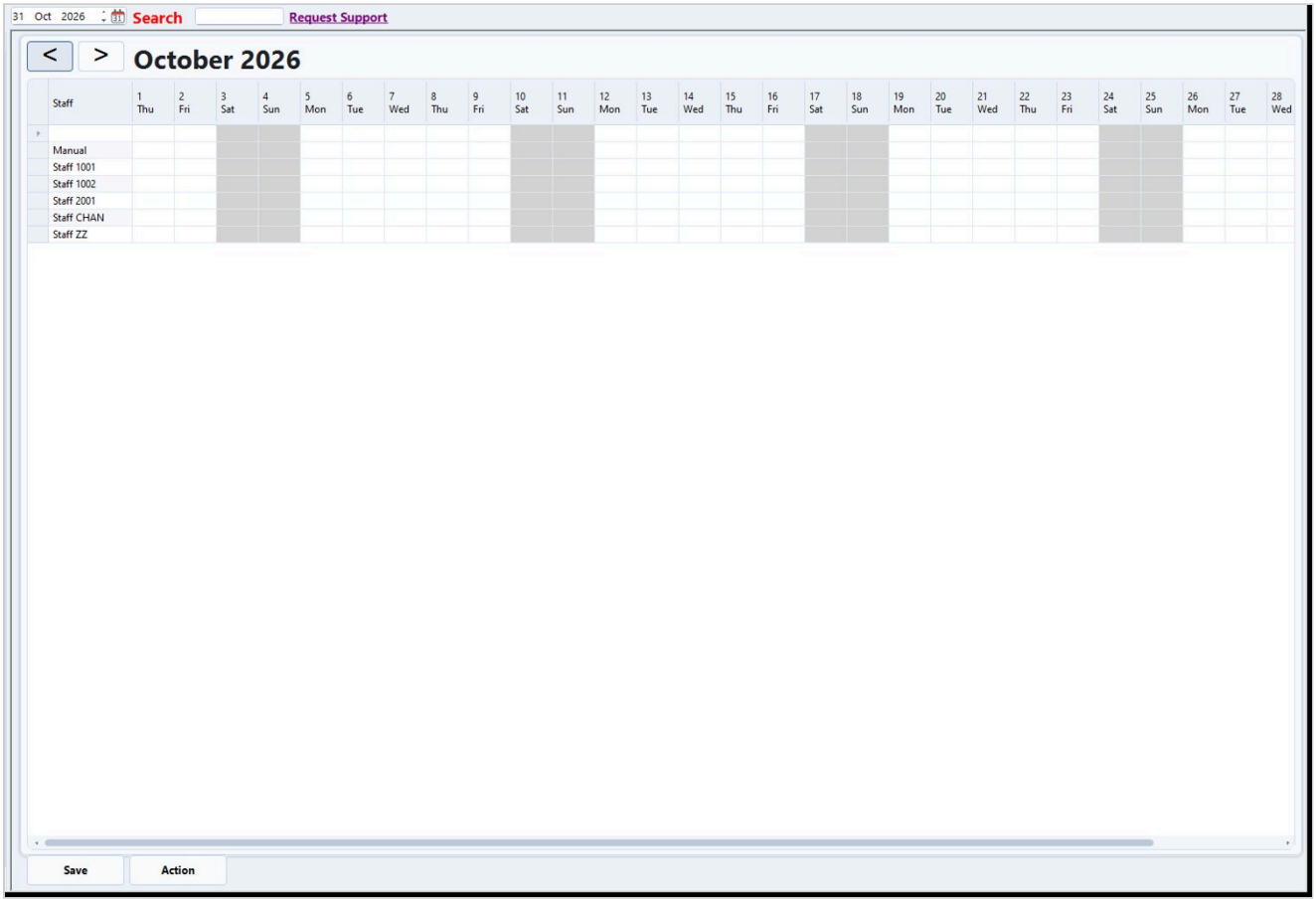
Before you start

- Create the work time codes first in Main > Attendance Management > Working Hour (Duty Roster).
- Staff must be set up as attendance users.

Steps

1. Open the Duty Roster

Go to Main > Attendance Management > Duty Roster. It opens on the current month.



2. Choose the month

Use the < and > buttons to go to the previous or next month. The month and year are shown at the top.

3. Find the staff member

Staff are listed down the left side. Each column is one day, with the weekday and the name of any public holiday.

4. Type the work time code

Type the work time code in the cell for each day the person should work. Leave a cell blank for no duty that day.

5. See the available codes

If you are not sure of a code, click Action and choose View Work Time Code List.

6. Save

Click Save. You will see 'Duty Roster saved.' Saving stores the whole month for all staff.

Tips

- Save before you change to another month, or the entries you typed are lost.
- Upper or lower case does not matter; the cell is corrected to the saved spelling of the code.
- Public holidays come from the holiday list in the system.

Common problems

'Invalid [Work Time] code entered.'

The code does not exist. Check the spelling, use View Work Time Code List, or add the code in Working Hour (Duty Roster) first.

Entries are gone after changing month.

The month was not saved. Click Save before you move to another month.

A staff member is missing from the list.

The list shows the users in the system. Check that the person is set up as a user.

Draft: written from Synergy's support notes (checked by AI against the program), not yet reviewed by Synergy staff.

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