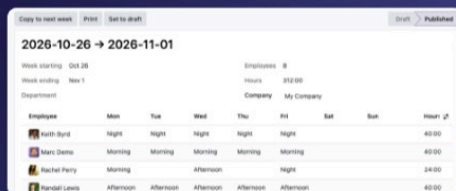


Shift Roster

A guide to the shift roster: the shifts, the weekly grid, the quick assignment, the warnings, publishing, the calendar and the settings.

1. Start here

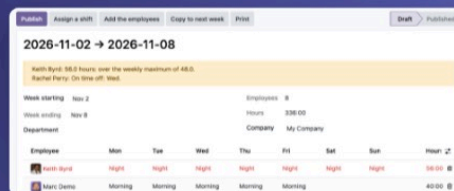
In plain words: Who works tomorrow evening? In many shops, clinics and factories the answer is a spreadsheet, a chat group and a phone call. **Shift Roster** brings the planning into Odoo Community: you define your **shifts** (morning, afternoon, night), plan each week in a **grid** with one row per employee and one column per day, get **warnings** for too many hours or a shift on a day of time off, and **publish**: every employee is notified and sees their shifts in **My shifts** and on a calendar.



The screenshot shows the 'Weekly grid' interface for the week of 2026-10-26 to 2026-11-01. It includes a table with columns for days of the week and rows for employees. The table shows shifts assigned to three employees: Kath Byrd, Marc Demie, and Rachel Perry. The 'Hours' column shows the total hours for each employee.

Employee	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours
Kath Byrd	Night	Night	Night	Night	Night			40:00
Marc Demie	Morning	Morning	Morning	Morning	Morning			40:00
Rachel Perry	Morning				Night			24:00
Rachel Perry		Afternoon	Afternoon	Afternoon	Afternoon			40:00

The weekly grid



The screenshot shows the 'Warnings' interface for the week of 2026-11-02 to 2026-11-08. It displays a warning for Kath Byrd, stating that she has 58.5 hours, which exceeds the weekly maximum of 48.5. The interface also shows the 'Hours' column for each employee.

Employee	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours
Kath Byrd	Night	Night	Night	Night	Night	Night	Night	58:00
Marc Demie	Morning	Morning	Morning	Morning	Morning			40:00

Warnings before publishing



The screenshot shows the 'Calendar' view for the month of October 2026. It displays a grid of dates with shifts assigned to employees. The calendar shows shifts for Kath Byrd, Marc Demie, and Rachel Perry.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Everybody on a calendar

The weekly grid, the warnings before publishing and the calendar.

Tip: Rosters are private until you publish them: employees only see their own shifts, and only once published.

2. What you get

Feature	What it does
Shifts	Templates with a start, an end and an unpaid break; the hours are computed, overnight shifts included.
Weekly roster	One row per employee, one column per day: choose the shift of each day in the grid.
Quick assignment	Give a shift to several employees on the days you tick, or clear days, in one step; add all the employees of a department.
Warnings	More hours than the weekly maximum, or a shift on a day of approved time off.
One shift a day	An employee cannot be on two rosters on the same day.
Publish	Each employee is notified of their shifts; a published roster is locked until you set it back to draft.
My shifts and calendar	Employees see their own shifts; HR sees everybody on a calendar or a list.
Copy to next week	The same roster, a week later, in one click.
Print	The roster as a landscape PDF.
Arabic	Everything is translated and works right to left.

3. Requirements

Item	Details
Odoo	19.0 (Community or Enterprise)
Apps needed	Employees and Time Off (<code>hr</code> , <code>hr_holidays</code>)
License	OPL-1 (Odoo Proprietary License v1.0)

4. Install

- 1 Unzip the package. Inside is `taqnix_shift_roster.zip` ; unzip it to get the folder `taqnix_shift_roster` .
- 2 Copy the folder into one of the `addons_path` folders of your Odoo server and restart Odoo.
- 3 Log in as an administrator, activate **Developer mode**, open **Apps** and press **Update Apps List**.
- 4 Remove the "Apps" filter, search **Shift Roster** and press **Install**.

```
# or from the command line
./odoo-bin -c odoo.conf -d YOUR_DATABASE -i taqnix_shift_roster --stop-after-init
```

5. Define the shifts

In plain words: **Employees** → **Shift roster** → **Shifts**. Give each shift a name, the time it starts and ends, an unpaid break and a color. The hours are computed: a shift that ends before it starts is an overnight shift (22:00 to 06:00 is 8 hours).

Employees Employees Departments Shift roster Learning Reporting Configuration

1233My Company

NewShifts

Search...

1-3 / 3

☐ Name	Starts at	Ends at	Unpaid ...	Hours	Color	Company
☐ Morning	06:00	14:00	0	08:00		My Company
☐ Afternoon	14:00	22:00	0	08:00		My Company
☐ Night	22:00	06:00	0	08:00		My Company

The shifts.

6. Plan the week

In plain words: Employees → Shift roster → Weekly rosters → New. Choose the week (it always starts on a Monday) and, if you want, a department. Click **Add the employees** to get one row per employee, then pick the shift of each day in the grid: a day left empty is a day off.

Employees

Employees

Departments

Shift roster

Learning

Reporting

Configuration

12

33

My Company

New

Weekly rosters

Search...

1-3 / 3

☐	Week starting	Week ending	Department	Employee...	Hours	Warnings	State
☐	Nov 2	Nov 8		8	336:00	2	Draft
☐	Oct 26	Nov 1		8	312:00	0	Published
☐	Oct 19	Oct 25		8	312:00	1	Published

The weekly rosters.

A published roster: one row per employee, one column per day.

In plain words: **Assign a shift** opens a small window: choose the shift, the employees and the days (Monday to Friday by default). Employees who are not on the roster yet are added. Leave the shift empty to clear those days.

Employees Employees Departments Shift roster Learning Reporting Configuration

New Weekly rosters 2026-11-02 → 2026-11-08 1/1 < >

Publish Assign a shift Add the employees Copy to next week Print Draft Published Send message Log note

2026-11-02 → 2026-11-08

Keith Byrd: 56.0 hours: over the weekly maximum of 48.0.
Rachel Perry: On time off: Wed.

Week starting Nov 2
Week ending Nov 8
Department

Employee	Mon
Keith Byrd	Night
Marc Demo	Morning
Rachel Perry	Morning
Randall Lewis	Afternoon
Ronnie Hart	Afternoon
Salma Khalid	Morning
Tina Williamson	Morning
Toni Jimenez	Afternoon

Add a line

Notes

336:00

Today

Mitchell Admin 12:12 AM
Weekly roster created

Assign a shift

The shift is set on the chosen days of each employee. Leave the shift empty to clear those days.

Shift ?

Employees

Mon	☒	Fri	☒
Tue	☒	Sat	☐
Wed	☒	Sun	☐
Thu	☒		

Apply Cancel

Assigning a shift to several employees.

8. Warnings

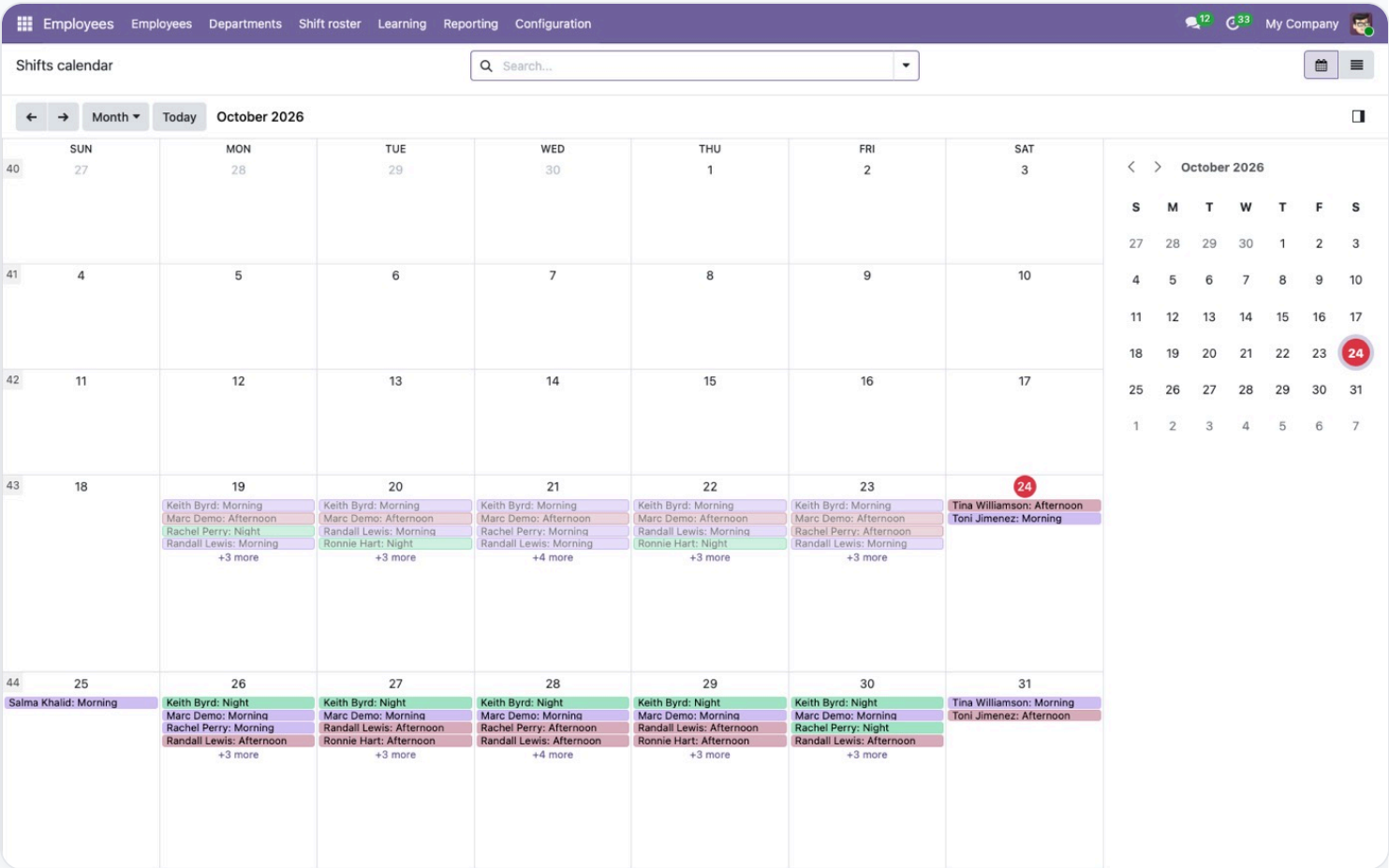
In plain words: A line turns red and the top of the roster lists the reason for each employee: **more hours than the weekly maximum** (48 by default, set in the company), or a **shift on a day of approved time off**. They are warnings: you decide.

A roster with its warnings.

9. Publish

10. My shifts and the calendar

In plain words: Employees → Shift roster → My shifts shows an employee their own published shifts on a calendar or in a list. HR officers see everybody in **Shifts calendar**, with filters for today, this week, the shift or the department.



Everybody's shifts on a calendar.

11. The printed roster

In plain words: Print gives the roster as a landscape PDF: the employees, the days with the shift and its times, the hours of each employee and the total.



My Company
8000 Marina Blvd, Suite 300
Brisbane, CA 94005
United States

Roster: 10/26/2026 → 11/01/2026

Employee	Mon 26/10	Tue 27/10	Wed 28/10	Thu 29/10	Fri 30/10	Sat 31/10	Sun 01/11	Hours
Keith Byrd	Night 22:00 - 06:00	Night 22:00 - 06:00	Night 22:00 - 06:00	Night 22:00 - 06:00	Night 22:00 - 06:00	-	-	40.0
Marc Demo	Morning 06:00 - 14:00	Morning 06:00 - 14:00	Morning 06:00 - 14:00	Morning 06:00 - 14:00	Morning 06:00 - 14:00	-	-	40.0
Rachel Perry	Morning 06:00 - 14:00	-	Afternoon 14:00 - 22:00	-	Night 22:00 - 06:00	-	-	24.0
Randall Lewis	Afternoon 14:00 - 22:00	Afternoon 14:00 - 22:00	Afternoon 14:00 - 22:00	Afternoon 14:00 - 22:00	Afternoon 14:00 - 22:00	-	-	40.0
Ronnie Hart	Afternoon 14:00 - 22:00	Afternoon 14:00 - 22:00	Afternoon 14:00 - 22:00	Afternoon 14:00 - 22:00	Afternoon 14:00 - 22:00	-	-	40.0
Salma Khalid	Morning 06:00 - 14:00	Morning 06:00 - 14:00	Morning 06:00 - 14:00	Morning 06:00 - 14:00	-	-	Afternoon 14:00 - 22:00	40.0
Tina Williamson	Morning 06:00 - 14:00	Morning 06:00 - 14:00	Morning 06:00 - 14:00	Morning 06:00 - 14:00	Morning 06:00 - 14:00	Morning 06:00 - 14:00	-	48.0
Toni Jimenez	-	Afternoon 14:00 - 22:00	Afternoon 14:00 - 22:00	Afternoon 14:00 - 22:00	Afternoon 14:00 - 22:00	Afternoon 14:00 - 22:00	-	40.0
Total hours								312.0

123456789 info@yourcompany.com http://www.example.com

The printed roster.

12. Settings

In plain words: In the company (**Settings** → **Companies** → **Shift roster**) set the **weekly maximum hours** that triggers the warning. Put 0 to switch the warning off.

13. Who can do what

Who	Can
Every employee	See the shifts defined, and their own shifts once the roster is published.
HR officers	Create and edit shifts and rosters, publish, copy, print, and see everything.
Other users	No access.

14. Arabic and right to left

My Company

الموظفونالتاريخجدول المناوبات

مناوباتي

أكتوبر 2026

الجمعة 2

الخميس 1

الأربعاء 30

الثلاثاء 29

الاثنين 28

الأحد 27

السيبت 26

2

1

30

29

28

27

26

9

8

7

6

5

4

3

16

15

14

13

12

11

10

23

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21

20

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17

30

29

28

27

26

25

24

6

5

4

3

2

1

31

My shifts in an Arabic interface.

15. Limits

Limit	Detail
Weeks	A roster is a week that starts on a Monday.
One shift a day	An employee has at most one shift on a given day; two shifts in a day are not planned.
Warnings	They inform; they never block the roster.

16. For developers

In plain words: Skip this chapter if you only use the module.

```
roster = env['taqnix.roster'].create({'date_from': '2026-10-26', 'row_ids': [(0, 0, {'emp
roster.row_ids.hours, roster.warning_text
roster.action_publish()           # notifies each employee
roster.action_copy_next_week()    # the same roster, a week later
```

17. Troubleshooting

Problem	What to do
The employee says they see nothing	The roster is not published yet, or the employee is not linked to a user.
Odoo says the employee is already on a roster	They have a shift on that day in another roster: change it there.
I cannot edit a roster	It is published: set it back to draft.
The time off warning does not appear	Only approved time off counts; check that it is validated.

18. Updating and removing

Replace the folder with the new version, restart Odoo and run `-u taqnix_shift_roster` . Your shifts and rosters are kept.

19. Support

Installation help and bug fixes are included for 6 months, with lifetime updates. Contact us through the marketplace page where you bought the module or write to **support@taqnix.com** with your Odoo version and a screenshot.

Changelog

1.0.0 – Initial release

- Shift templates with breaks, overnight shifts included
- Weekly roster grid per employee, quick assignment, add a department's employees
- Warnings for overtime and shifts on time-off days, one shift a day
- Publish with notifications, my shifts, shifts calendar, copy to next week
- Printable landscape roster, Arabic translation, automated tests