

Choose a Sunday or Monday week start

Choose a Sunday or Monday week start by setting the first roster period start date, check what it affects, and match the SIL/Smart Rostering calendar to it.

WHO IT IS FOR Owner, Admin	TIME NEEDED About 8 minutes	LAST REVIEWED 2 October 2026
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Who this is for

Permissions: You need to be an Owner or Admin to open the cycle settings in Configuration, and your role needs Can manage organisation settings to save a change. A Manager can view roster periods but does not see these settings.

Before you begin

- **Configuration** is in your left menu. If it is not, ask an Owner or Admin.
- The week start can be changed only while the cycle is not locked. The cycle is locked while **Enable automatic roster periods** is on, and while Smart Rostering is on for the organisation or for any site, or an automation template is active. Most organisations have automatic roster periods on, so step 4 shows how to switch it off for the change and back on afterwards. If the cycle is locked, you can still read your week start in steps 1 to 3. See Fortnightly and monthly roster cycles.
- You know which weekday your team rosters from, and what your current roster period starts on. The setting is meant to match your current rostering period.



Steps

1 Go to **Configuration > Rostering rules > Organisation Settings**

In the left menu, choose **Configuration**, then choose the **Rostering rules** tile. The Rostering rules page opens, with a row of tabs under its heading.

- 1 Choose the **Organisation Settings** tab. It opens on the **Roster period automation** card.
- 2 Find the **Roster period automation** card. It is the first card on the tab, and it holds the settings that decide your roster periods and your week start.

Permissions: Only an Owner or Admin sees the **Organisation Settings** tab. A Manager who opens Configuration sees only the **Overview**, **Sites** and **Templates** tabs.

The screenshot shows the BondiByte Configuration page. The left sidebar contains a 'WORKSPACE NAVIGATION' menu with sections for PLATFORM (Dashboard), OPERATIONS (Clients, Staff, Rostering, Sites, SIL/Smart Rostering, Approvals, Timesheets, Invoicing, Support Coordination), and REGISTERS (Service Agreements, Staff Contracts, Documents, Reports, Charts). The main content area is titled 'Configuration' and 'Rostering rules'. It features a row of tabs: Overview, Organisation Settings (selected), Rules & Weights, Sites, Templates, Readiness, and Generation Runs. The 'Organisation Settings' tab is active, showing a card for 'Roster period automation'. This card has a sub-tab '1' and contains a toggle for 'Enable automatic roster periods' which is 'ENABLED'. Below this is a warning box: 'Locked while automatic roster periods are on'. Further down, there are settings for 'First period starts' (Monday, 05/01/2026) and 'Period cycle' (Fortnightly). At the bottom, there are sections for 'Smart Rostering' with 'ROSTER PERIOD TYPE' set to 'Fortnightly' and 'WEEK STARTS' set to 'Monday'. On the right side, there is a 'Setup Health' section with various status indicators: Setup (Needs attention), Organisation (Warning), Access (Healthy), Communication (Not configured), Operations (Healthy), Security (Healthy), AI (Healthy), and Xero Payroll (Not configured).

The Rostering rules page. Choose the Organisation Settings tab (1). The Roster period automation card (2) is the first card on the tab.



2 Read your current week start and check whether it is locked

- 1 Look above the date for the notice. If it is an amber notice titled **Locked while automatic roster periods are on**, the date and **Period cycle** cannot be changed yet, so go to step 4. If it is a blue box titled **Set this to match your current rostering period**, the setting is not locked and you can go straight to step 5.
- 2 Find **First period starts**. The weekday written in the date, for example **Monday, 05/01/2026**, is your week start. Every roster period starts on that weekday. While the setting is locked, the date is plain text with this under it: **Locked. Turn off automatic roster periods to change.** When Smart Rostering or an automation template is also holding the lock, it reads **Locked. Turn off smart rostering and automations to change.**
- 3 Find **Period cycle**. It shows **Fortnightly** or **Monthly**, and is greyed out while the setting is locked.

If the notice is amber, read it for the reason. It names what is holding the lock: organisation-wide Smart Rostering, sites that have Smart Rostering on, active automation templates, or automatic roster periods.

Enable automatic roster periods: Tick box with a badge that reads **Enabled** or **Disabled**. While it is on, BondiByte creates roster periods for you and the week start is locked. It is on unless someone has switched it off.

First period starts: The date the first roster period of the cycle starts. Only a Sunday or a Monday can be chosen. The weekday of this date is the week start for your whole organisation. When the setting is locked, it shows as a plain value.

Period cycle: Fortnightly or Monthly. It sets how long each standard roster period lasts. It is greyed out while the setting is locked.

1 **Locked while automatic roster periods are on**
Locked because organisation-wide smart rostering is on, 4 sites have smart rostering on, 4 automation templates are active, automatic roster periods are on. To change the start date or period size, turn off all smart rostering and automations on every site first. Changing them applies prospectively - existing roster periods are not changed.

2 **First period starts**
Monday, 05/01/2026
Locked. Turn off smart rostering and automations to change.

Period cycle 3
Fortnightly
How long each standard roster period covers.

Read the notice (1), then the First period starts date (2). The weekday in the date is your week start. Period cycle (3) is greyed out while the setting is locked.



3 Check the week start shown in the Smart Rostering card

Scroll down to the **Smart Rostering** card, which sits below **Roster period automation**.

- 1 **Roster period type** shows the cycle, **Fortnightly** or **Monthly**. It is the same cycle as in the card above, and is read-only here.
- 2 **Week starts** shows the weekday of your first period start date. It is read-only here.
- 3 The line under them says **Managed in Roster period settings above**. If you need a different week start, change it in **Roster period automation**, not here.

Roster period type (1) and Week starts (2) are read-only. The line under them (3) says the settings are managed in Roster period automation above.

4 If the date is locked, switch off automatic roster periods first

Most organisations see the amber notice, because **Enable automatic roster periods** is on unless someone has switched it off. If the notice is blue, go to step 5.

- 1 In the **Roster period automation** card, untick **Enable automatic roster periods**. The badge changes to **Disabled**.
- 2 Choose **Save organisation settings** at the bottom of the tab and wait for **Rostering saved**. Save before you change the date. BondiByte checks the lock against the setting you last saved, so unticking the box and changing the date in one save does not work.
- 3 If the notice also names Smart Rostering (for the organisation or for sites) or automation templates, turn those off too, as it says: **turn off all smart rostering and automations on every site first**. For each site, choose **Disable Smart Rostering** on the **SIL/Smart Rostering** screen. For the organisation, untick **Enable Smart Rostering** in the **Smart Rostering** card and save. See the Smart Rostering guide.
- 4 Open the tab again, or refresh the page. When nothing holds the lock, the notice is blue and titled **Set this to match your current rostering period**.

Warning: While **Enable automatic roster periods** is off, BondiByte creates no roster periods and each one has to be created by hand. Switch it back on after you save your new date, at the end of step 7.



5 Choose a Sunday or Monday in First period starts

If **First period starts** is still locked, go back to step 4. Otherwise:

- 1 In **Type or paste a date**, type the date the first period of your cycle starts. If you type a day that is not a Sunday or a Monday, the box answers **Choose a Sunday or Monday**. If the date does not exist, it answers **Enter a valid date**.
- 2 Or use the calendar under it. Its heading names the month. Use **Previous month** and **Next month**, the arrows either side of it, to move between months.
- 3 Choose a day in the calendar. Only Sundays and Mondays can be chosen. The **Su** and **Mo** headings are marked in blue, and the other days are faded and cannot be chosen.
- 4 Look at the key under the calendar. A Sunday or Monday shaded in grey is already covered by a roster period (the key says **Already rostered**). One day may be outlined, which the key calls **First free start**. It is the first Sunday or Monday that does not run into an existing period.
- 5 Read the line under the calendar. It reads, for example, **Week starts: Sunday**, and shows the weekday of the date you chose, followed by **Only Sundays and Mondays are selectable**.
- 6 If you also want to change the length of each period, choose **Fortnightly** or **Monthly** in **Period cycle**.

Important: The weekday of this date becomes the week start for the whole organisation, not only for new periods. Choose a date that matches your current rostering period. Existing roster periods keep their dates.

☐ Enable automatic roster periods DISABLED

Set this to match your current rostering period
The start date and period size define the cycle every roster, timesheet and invoice runs on. Existing roster periods are not changed - a new cycle applies from the first period you choose below.

First period starts
Type or paste a date 1
05/01/2026

Period cycle
Fortnightly 6
How long each standard roster period covers.

January 2026 2

Su Mo Tu We Th Fr Sa

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

Already rostered ☐ First free start 4

Week starts: Monday. Only Sundays and Mondays are selectable. 5

When the cycle is not locked, type a date (1) or use the month arrows (2) and choose a day. Only Sundays and Mondays (3) can be chosen. The key (4) shows days already rostered and the first free start. The line under the calendar (5) names the week start. Period cycle (6) sets the length of each period.

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6 Read the preview under the card

When your choice differs from what is saved, a preview appears under the card. It may take a moment to appear.

- 1 **Current setup** shows the cycle and week start you have now, for example **Fortnightly · Monday**.
- 2 **New setup** shows the cycle and week start you chose, for example **Fortnightly · Sunday**.
- 3 **Next period** shows the dates of the first period the new cycle would create, for example **02/01/2028 to 15/01/2028**.
- 4 **Existing roster periods will not be changed.** confirms that nothing already on your calendar moves.
- 5 If your date would leave a gap after your last roster period, a yellow line says **Gap in roster coverage**, followed by the dates and the number of sites, for example **Gap in roster coverage: 26/10/2026 to 01/01/2028 (14 sites)**.
- 6 Tick **I understand there will be a gap** if the gap is what you want. Until you do, **Save organisation settings** stays greyed out, and pointing at it shows **Resolve the roster period overlap, or acknowledge the coverage gap, before saving**.

If your date falls inside a period that already exists, the preview says so instead, for example **1 Feb 2026 falls inside an existing period (1 Jan to 31 Dec). The first free start is 2 Jan 2028**. A date that would start a period running into an existing one reads **A period starting 5 Jan 2026 would run into an existing period (1 Jan to 31 Dec)**, and ends the same way. In both cases **Save organisation settings** stays greyed out. Choose the first free start, or a later date. If a roster period already starts on your date, a blue note says **A roster period already starts on that date and Your cycle is already set up; no change is needed**.

The screenshot shows a preview of the roster setup interface. At the top, there are two radio buttons: 'Already rostered' (selected) and 'First free start'. Below this, a note states 'Week starts: Sunday. Only Sundays and Mondays are selectable.' The main preview area contains several sections: 1. 'Current setup: Fortnightly · Monday' 2. 'New setup: Fortnightly · Sunday' 3. 'Next period: 02/01/2028 to 15/01/2028' 4. 'Existing roster periods will not be changed.' 5. A yellow warning box: 'Gap in roster coverage: 26/10/2026 to 01/01/2028 (14 sites)' 6. A checkbox labeled 'I understand there will be a gap' which is currently unchecked.

The preview shows the *Current setup* (1), the *New setup* (2) and the *Next period* (3). Existing roster periods will not be changed (4). A gap warning (5) must be acknowledged with the tick box (6) before you can save.



7 Choose **Save organisation settings** and confirm the change

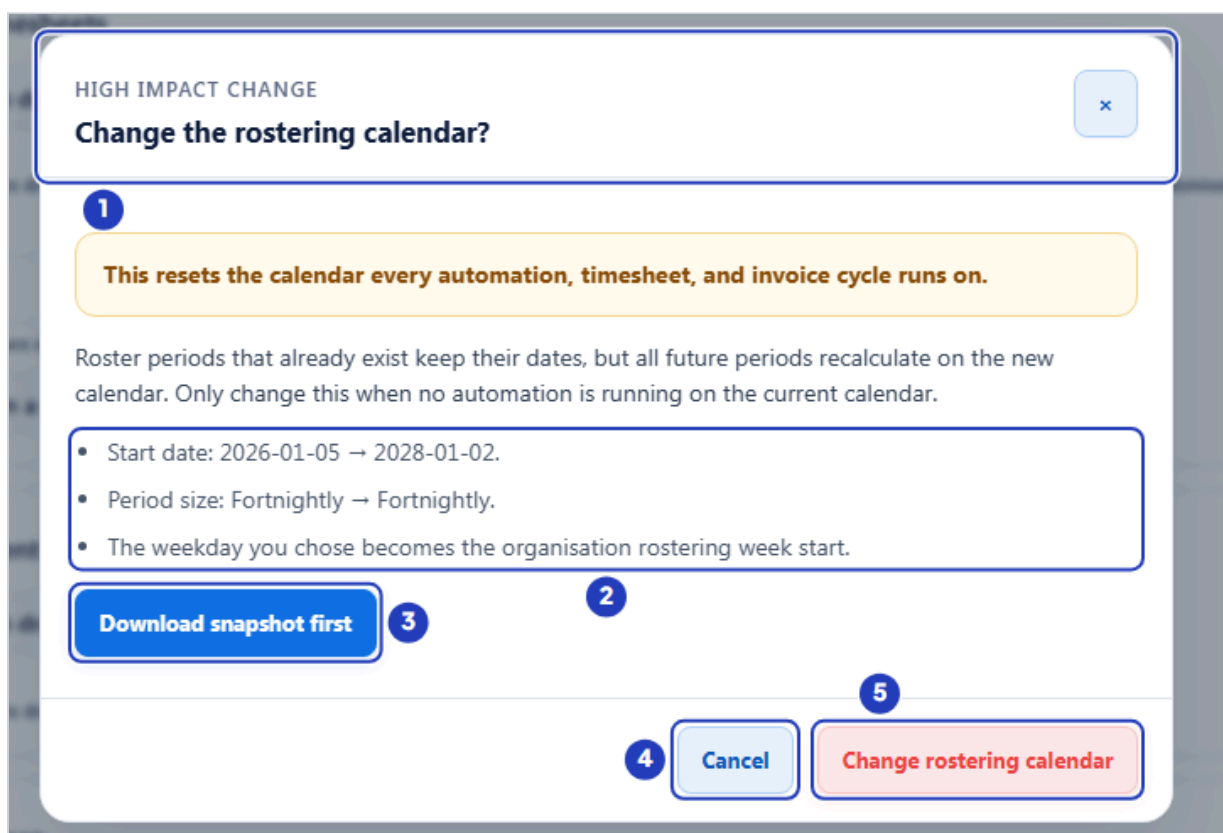
At the bottom of the tab, choose **Save organisation settings**. **Discard**, beside it, restores the settings you last saved. When the date or cycle has changed, a box opens before anything is saved.

- 1 The box is marked **High impact change** and titled **Change the rostering calendar?** It says **This resets the calendar every automation, timesheet, and invoice cycle runs on.** and warns that periods that already exist keep their dates, while all future periods recalculate on the new calendar.
- 2 A list shows the old and new start date, written year, month, day, and the old and new period size. It ends with **The weekday you chose becomes the organisation rostering week start.**
- 3 Choose **Download snapshot first** if you want a copy of your current settings saved to your computer.
- 4 Choose **Cancel** to leave things as they are.
- 5 Choose **Change rostering calendar** to continue.

If you already have shifts, a second box, **Re-anchor your roster calendar?**, may open. Choose **Re-anchor calendar** only if you want to continue.

A message confirms **Rostering saved**. Open the tab again to check that **Week starts** in the **Smart Rostering** card shows the new week start.

If you switched **Enable automatic roster periods** off in step 4, tick it again now and choose **Save organisation settings** again. Until you do, BondiByte creates no roster periods.



The box is marked *High impact change* (1). A list (2) shows the old and new start date and period size. Choose *Download snapshot first* (3) for a copy of your settings, *Cancel* (4) to stop, or *Change rostering calendar* (5) to continue.



8 Set the SIL/Smart Rostering calendar to the same week start

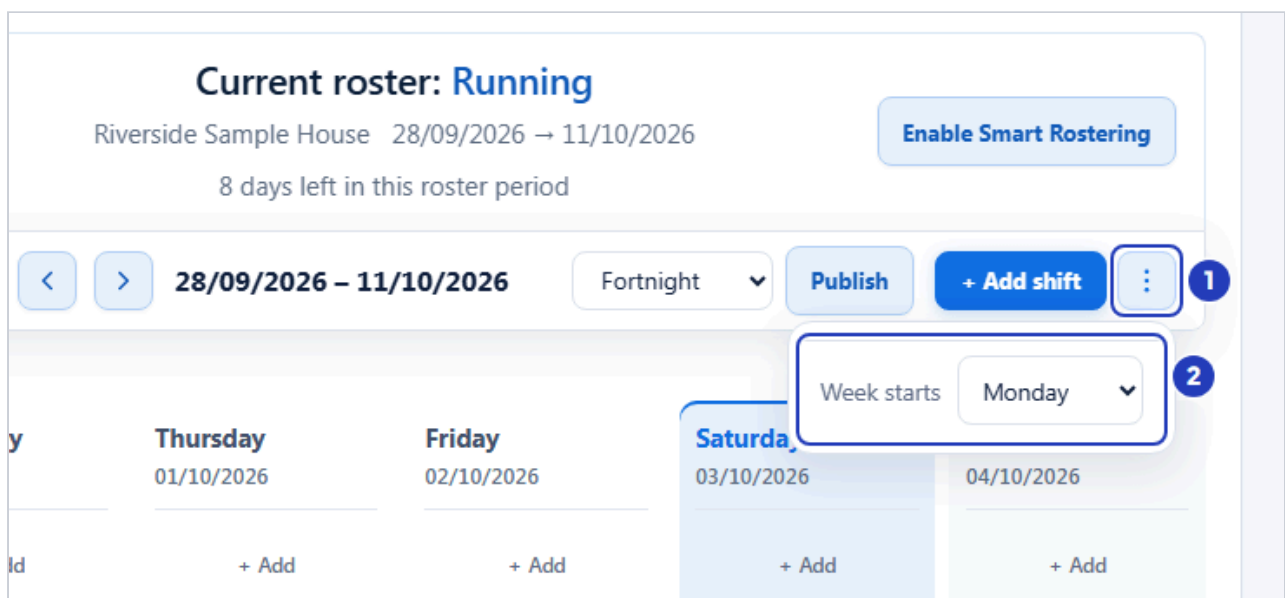
In the left menu, choose **SIL/Smart Rostering**, then choose a site in **Site/Client**. The roster for the current period opens.

- 1 At the top right of the calendar toolbar, choose the three dots button, **More roster actions**. A small menu opens.
- 2 In **Week starts**, choose **Monday** or **Sunday**. The calendar groups its days into weeks from the day you chose.

The screen remembers this choice on the computer you are using. It starts on **Monday** until you change it. It changes only how the days are grouped on the screen, and does not change your roster periods or your organisation week start.

The **Rostering** screen is different. It always shows weeks from Monday to Sunday.

Tip: If your week start is Sunday, set **Week starts** to **Sunday** on the **SIL/Smart Rostering** screen. Each roster period then fills whole rows of the calendar.



Choose *More roster actions*, the three dots button (1). In the menu, choose *Monday* or *Sunday* in *Week starts* (2).

What happens next

Every new roster period starts on your week start, and a Monthly period is made of whole weeks beginning on that day. Roster periods that already existed keep their dates.

Timesheets and invoices follow the same cycle, so they also begin on your week start.

The day columns of a Smart Rostering roster template start with your week start. See the Smart Rostering guides for templates.

The **Rostering** screen is not affected. It always starts its weeks on Monday.

If you switched **Enable automatic roster periods** off to make the change, BondiByte creates no more roster periods until you tick it again and save.



Important notes

Important: The week start is not a separate setting. It is the weekday of **First period starts**, so you choose it by choosing a Sunday or Monday date.

Note: The **Week starts** box in the **Smart Rostering** card is read-only. It shows the weekday of **First period starts** and cannot be edited there.

Good practice

- Decide the week start before you add your first site. A new organisation is asked to set its roster period first, and the setting locks once rostering runs.
- Choose the weekday your team already rosters from. If your support workers think of the week as Sunday to Saturday, choose a Sunday.
- After you change the week start, set **Week starts** on the **SIL/Smart Rostering** calendar to the same day on every computer that is used for rostering, because that choice is remembered per computer.
- Read **Next period** in the preview before you save, and check that the first new period starts on the day you expect.
- Plan a week start change for a quiet time. Automatic roster periods have to be off, and Smart Rostering off for the organisation and every site, before the date can be changed.
- Save with **Enable automatic roster periods** unticked first, then change the date in a second save, then tick **Enable automatic roster periods** again in a third. Do not skip the last save, or nobody is creating your roster periods.

Troubleshooting

First period starts and **Period cycle** are greyed out, and a notice says **Locked while automatic roster periods are on**.

Why it happens: The cycle is locked. The notice names why, for example that **Enable automatic roster periods** is on, that Smart Rostering is on for the organisation or for some sites, or that automation templates are active.

What to do: Follow step 4. Untick **Enable automatic roster periods**, save, change the date and cycle, save again, then tick **Enable automatic roster periods** again and save a third time. If the notice names Smart Rostering or automation templates, turn those off first.

A message says **This roster is locked because automation has already run for it. when I save a new date**.

Why it happens: BondiByte still counts automatic roster periods, Smart Rostering or an automation template as on. This happens when the date is changed in the same save as unticking **Enable automatic roster periods**.

What to do: Follow step 4 in order. Save with **Enable automatic roster periods** unticked first, switch off Smart Rostering where the notice names it, then change the date in a separate save.



Save organisation settings is greyed out after I choose a date.

Why it happens: The preview found that your date falls inside an existing roster period, or leaves a gap after your last period that you have not acknowledged.

What to do: Read the message in the preview. Choose the first free start it names, or a later Sunday or Monday. For a gap you want, tick **I understand there will be a gap**.

A message says **These settings were changed by someone else. Refresh to see the latest before saving**.

Why it happens: Another person saved the organisation settings after you opened the page.

What to do: Choose **Refresh** in the message, check the settings you see, then make your change again.

I changed the date, but **Create roster period** now appears on the **SIL/Smart Rostering** screen and no new periods appear.

Why it happens: **Enable automatic roster periods** is still off, so BondiByte is not creating periods.

What to do: In **Configuration > Rostering rules > Organisation Settings**, tick **Enable automatic roster periods** and choose **Save organisation settings**. See **Create and manage roster periods**.

I cannot see the **Organisation Settings** tab, or **Configuration** is missing from the left menu.

Why it happens: Only an Owner or Admin sees the organisation settings. A Manager sees only the **Overview**, **Sites** and **Templates** tabs.

What to do: Ask an Owner or Admin to make the change, or to check your role.

Need more help?

Guides: bondibyterobotics.com.au/guides | Support: support@bondibyterobotics.com.au

*Screens show a demonstration organisation with made-up names and may differ slightly as BondiByte is updated.
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