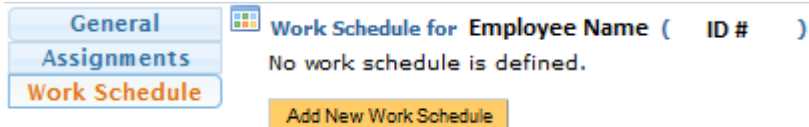


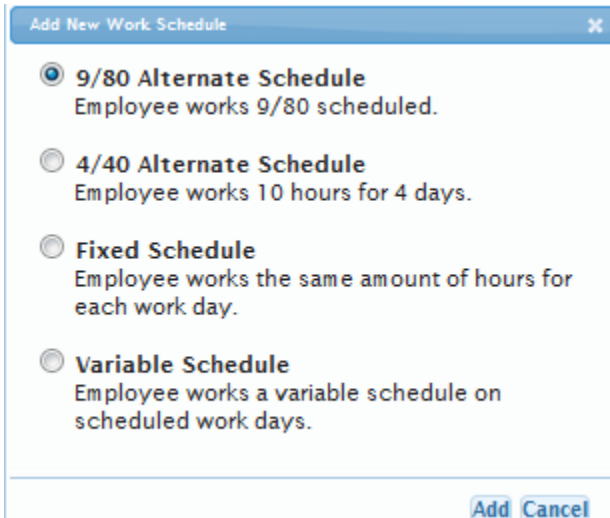
Bi-Weekly employee has been on Normal Schedule (8 hour shifts 5 days a week) and is scheduled to begin working a 9/80 Schedule beginning 03/30/14 where they will report 44 Hours for Week 1 and 36 hours for Week 2.

- Currently Employee is on Regular schedule which started when they began working. When an employee is on a Regular schedule there will be no work schedule defined when going in to add the new work schedule.



How to Add a New Work Schedule

- The DTA must first click on Add New Work Schedule



- When the Employee belongs to either the SX or EX bargaining units the option to add a fixed or variable schedule will be available to choose as well. For this purpose please select the 9/80 schedule and click Add.
- The image below will be displayed for the DTA to enter the necessary information

9/80 Alternate Schedule

Begin Effective Date End Effective Date

Week 1		Week 2	
<input type="checkbox"/> Sun	0 Hrs	<input type="checkbox"/> Sun	0 Hrs
<input checked="" type="checkbox"/> Mon	9 Hrs	<input checked="" type="checkbox"/> Mon	9 Hrs
<input checked="" type="checkbox"/> Tue	9 Hrs	<input checked="" type="checkbox"/> Tue	9 Hrs
<input checked="" type="checkbox"/> Wed	9 Hrs	<input checked="" type="checkbox"/> Wed	9 Hrs
<input checked="" type="checkbox"/> Thu	9 Hrs	<input checked="" type="checkbox"/> Thu	9 Hrs
<input checked="" type="checkbox"/> Fri	8 Hrs	<input type="checkbox"/> Fri	0 Hrs
<input type="checkbox"/> Sat	0 Hrs	<input type="checkbox"/> Sat	0 Hrs
Weekly Scheduled Hours 44.0		Weekly Scheduled Hours 36.0	

- The DTA must select a **Begin Effective Date** and set up the amount of the hours the employee will work and on which days.
 - Begin Effective Date must start on a Sunday

9/80 Alternate Schedule

Begin Effective Date End Effective Date

Week 1		Week 2	
<input type="checkbox"/> Sun	0 Hrs	<input type="checkbox"/> Sun	0 Hrs
<input checked="" type="checkbox"/> Mon	9 Hrs	<input checked="" type="checkbox"/> Mon	9 Hrs
<input checked="" type="checkbox"/> Tue	9 Hrs	<input checked="" type="checkbox"/> Tue	9 Hrs
<input checked="" type="checkbox"/> Wed	9 Hrs	<input checked="" type="checkbox"/> Wed	9 Hrs
<input checked="" type="checkbox"/> Thu	9 Hrs	<input checked="" type="checkbox"/> Thu	9 Hrs
<input checked="" type="checkbox"/> Fri	8 Hrs	<input type="checkbox"/> Fri	0 Hrs
<input type="checkbox"/> Sat	0 Hrs	<input type="checkbox"/> Sat	0 Hrs
Weekly Scheduled Hours 44.0		Weekly Scheduled Hours 36.0	

- The **End Effective Date** is not required but will need to be entered if the DTA ever wants to change the employees schedule.
- Click **Add This Schedule**
- DTA will see a Green Box showing that the schedule added

Schedule Added ✓

Existing work schedules.

9/80 Alternate Schedule 03/30/14 - Now

Work Days (Hours) Week 1 - Mon(9), Tue(9), Wed(9), Thu(9), Fri(8). Week 2 - Mon(9), Tue(9), Wed(9), Thu(9).

Weekly Scheduled Hours Week 1 - 44 Hrs. Week 2 - 36 Hrs.

[Edit This Schedule](#) [Delete](#)

- Beginning on the Bi-Weekly pay period starting on 03/30/14 employee will begin entering 44 hours in Week 1 and 36 hours in Week 2.

Timesheet Entry

- Current Pay Period 03/16/14 – 03/29/14
- Employee is on a Regular Schedule (8 hours shifts, 5 days a week)
- DTA will be responsible for adding 9/80 work schedule with **Begin Effective Date 03/30/14**

Pay Period 03/16/14 - 03/29/14							View PDF
TEMPORARY EMPLOYMENT SERVICES / BLANK AST 3							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
16	17	18	19	20	21	22	
	Work Hrs. 8.0 hrs	Work Hrs. 8.0 hrs	Work Hrs. 8.0 hrs	Work Hrs. 8.0 hrs	Work Hrs. 8.0 hrs		
23	24	25	26	27	28	29	
	Work Hrs. 8.0 hrs	Work Hrs. 8.0 hrs	Work Hrs. 8.0 hrs	Work Hrs. 8.0 hrs	Cesar Chavez Day Holiday		
							Timesheet Totals
							Work Hrs. 72.00
							72.00

Timesheet In/Out Details

03/17 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 03/18 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 03/19 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 03/20 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 03/21 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 03/24 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 03/25 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 03/26 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 03/27 - 8:00am - 12:00pm, 1:00pm - 5:00pm.

Calculations


- TRs will calculate 40 REG for each Week. Totaling 80 REG for the Pay Period.
 - Any Productive work hours over 40 in a Week will be OTP
 - Any Unproductive work hours over 40 in a Week will be OTS

Timesheet Entry

- Current Pay Period 03/30/14 – 04/12/14
- Employee begins 9/80 Schedule (Week 1 = 44 hours, Week 2 = 36 hours)

Pay Period 03/30/14 - 04/12/14

TEMPORARY EMPLOYMENT SERVICES / BLANK AST 3

 View PDF

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs	Work Hrs. 10.0 hrs	Work Hrs. 9.0 hrs	
6	7	8	9	10	11	12
	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs		

Timesheet Totals
 Work Hrs. 82.00
 82.00

? 1st week of 9/80: Mon (9), Tue (9), Wed (9), Thu (9), Fri (8)
 ? 2nd week of 9/80: Mon (9), Tue (9), Wed (9), Thu (9)

Timesheet In/Out Details

03/31 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
 04/01 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
 04/02 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
 04/03 - 7:00am - 12:00pm, 1:00pm - 6:00pm.
 04/04 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
 04/07 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
 04/08 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
 04/09 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
 04/10 - 7:00am - 12:00pm, 1:00pm - 5:00pm.

Calculations

- TRS will calculate 44 REG, 2 OTP for Week 1 and 36 REG for Week 2. Totaling 80 REG and 2 OTP for the Pay Period.
 - Any Productive work hours over 44 in Week 1 will be OTP
 - Any Unproductive work hours over 44 in Week 1 will be OTS
 - Any Productive work hours over 36 in Week 2 will be OTP
 - Any Unproductive work hours over 36 in Week 2 will be OTS

For additional assistance with calculations, please contact the TRS help desk.