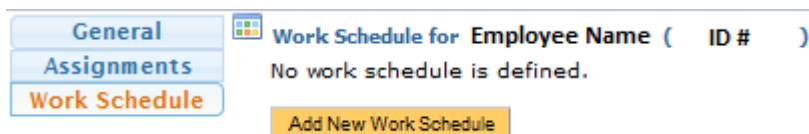


Bi-Weekly employee has been on Normal Schedule (8 hour shifts 5 days a week) and is scheduled to begin working a 9/80 Schedule beginning 03/30/14 where they will report 44 Hours for Week 1 and 36 hours for Week 2. Same Employee will be switched to new 9/80 Schedule where they will report 36 hours Week 1 and 44 hours Week 2 beginning on 04/27/14.

- 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.

When an Employee is needed to work 36 hours in Week 1 instead of 44 hours, the DTA must add a new work schedule where it does not match up properly with the normal Bi Weekly Pay Periods

- 1) The previous Schedule will need to be ended
 - Click Edit This Schedule
 - Add End Effective Date (must end on second Saturday of Pay Period)

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

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
Save Changes	Cancel		

- Click Save Changes

Schedule Updated ✓

Existing work schedules.

9/80 Alternate Schedule 03/30/14 - 04/12/14

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](#)

[Add New Work Schedule](#)

- 2) Now that the Previous Schedule has been ended click on Add New Work Schedule
- Select 9/80 Alternate Schedule
 - Enter a Begin Effective Date (remember, since you want Week 1 to be 36 hours for a pay period you must add the new Schedule a week early so TRS believes Week 2 is really Week 1

9/80 Alternate Schedule 08/20/14 - Now ⓘ

Begin Effective Date End Effective Date

Week 1

- Sun 0 Hrs
- Mon 9 Hrs
- Tue 9 Hrs
- Wed 9 Hrs
- Thu 9 Hrs
- Fri 8 Hrs
- Sat 0 Hrs

Weekly Scheduled Hours 44.0

[Add This Schedule](#)

[Cancel](#)

Week 2

- Sun 0 Hrs
- Mon 9 Hrs
- Tue 9 Hrs
- Wed 9 Hrs
- Thu 9 Hrs
- Fri 0 Hrs
- Sat 0 Hrs

Weekly Scheduled Hours 36.0

- Click on Add This Schedule

1 Schedule Added ✓

Existing work schedules.

✓ **9/80 Alternate Schedule 03/30/14 - 04/12/14**

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

✓ **9/80 Alternate Schedule 04/20/14 - 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

Add New Work Schedule

NOTE: Although the schedule shows Week 1 – 44 hrs and Week 2 – 36 hours, remember we started the schedule on 4/20/14 (Week 2 for pay period 04/13/14 – 04/26/14). The week of 04/20/14 will be a 44 hour week and then the new Pay Period begins on 04/27/14 Week 1 will be 36 hours and Week 2 will be 44 hours.

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

TEMPORARY EMPLOYMENT SERVICES / BLANK AST 3

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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)
- DTA will need to End current work schedule and Add New work schedule with Begin Date 04/20/14

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

TEMPORARY EMPLOYMENT SERVICES / BLANK AST 3

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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 - 8:00pm.
- 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

Timesheet Entry (Option 1)

- Current Pay Period 04/13/14 - 04/26/14
- Employee begins new 9/80 Schedule on week 2 of current Pay Period (Week 2 of current Pay Period = 44 hours)
- Supervisor/DTA can have Employee enter 40 hours each week

Pay Period 04/13/14 - 04/26/14							
TEMPORARY EMPLOYMENT SERVICES / BLANK AST 3							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
13	14	15	16	17	18	19	
	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		
20	21	22	23	24	25	26	
	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		
							Timesheet Totals
							Work Hrs. 80.00
							80.00
? 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

04/14 - 8am - 12pm, 1pm - 5pm.
 04/15 - 8am - 12pm, 1pm - 5pm.
 04/16 - 8am - 12pm, 1pm - 5pm.
 04/17 - 8am - 12pm, 1pm - 5pm.
 04/18 - 8am - 12pm, 1pm - 5pm.
 04/21 - 8am - 12pm, 1pm - 5pm.
 04/22 - 8am - 12pm, 1pm - 5pm.
 04/23 - 8am - 12pm, 1pm - 5pm.
 04/24 - 8am - 12pm, 1pm - 5pm.
 04/25 - 8am - 12pm, 1pm - 5pm.

NOTE:

Week 1 on the Pay Period does not match up with either color scheme on the 9/80 schedule because the previous schedule was ended the prior week and the new schedule began on Week 2

Week 2 on the Pay Period matches up with Week 1 on the 9/80 schedule

Calculations

- Week 1 generates 40 REG and Week 2 generates 40 REG
 - Any Productive work hours over 40 in Week 1 will be OTP
 - Any Unproductive work hours over 40 in Week 1 will be OTS
 - Any Productive work hours over 44 in Week 2 will be OTP
 - Any Unproductive work hours over 44 in Week 2 will be OTS

DTA Modifications

- No adjustments are needed

Timesheet Entry (Option 2)

- Current Pay Period 04/13/14 - 04/26/14
- Employee begins new 9/80 Schedule on week 2 of current Pay Period (Week 2 of current Pay Period = 44 hours)

- Supervisor/DTA can have Employee enter 36 hours on Week 1 and 44 hours on Week 2

Pay Period 04/13/14 - 04/26/14						
TEMPORARY EMPLOYMENT SERVICES / BLANK AST 3						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
13	14	15	16	17	18	19
	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs		
20	21	22	23	24	25	26
	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs	Work Hrs. 8.0 hrs	
						Timesheet Totals
						Work Hrs. 80.00
						80.00
<p>? 1st week of 9/80: Mon (9), Tue (9), Wed (9), Thu (9), Fri (8)</p> <p>? 2nd week of 9/80: Mon (9), Tue (9), Wed (9), Thu (9)</p>						

Timesheet In/Out Details

04/14 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
 04/15 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
 04/16 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
 04/17 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
 04/21 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
 04/22 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
 04/23 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
 04/24 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
 04/25 - 8:00am - 12:00pm, 1:00pm - 5:00pm.

NOTE:

Week 1 on the Pay Period does not match up with either color scheme on the 9/80 schedule because the previous schedule was ended the prior week and the new schedule began on Week 2

Week 2 on the Pay Period matches up with Week 1 on the 9/80 schedule

Calculations

- Week 1 generates 36 REG and Week 2 generates 44 REG
 - Any Productive work hours over 40 in Week 1 will be OTP
 - Any Unproductive work hours over 40 in Week 1 will be OTS
 - Any Productive work hours over 44 in Week 2 will be OTP
 - Any Unproductive work hours over 44 in Week 2 will be OTS

DTA Modifications

- No adjustments are needed

Timesheet Entry (Option 3)

- Current Pay Period 04/13/14 - 04/26/14
- Employee begins new 9/80 Schedule on week 2 of current Pay Period (Week 2 of current Pay Period = 44 hours)
- Supervisor/DTA can have Employee continue entering 44 hours for Week 1 and 36 hours for Week 2

Pay Period 04/13/14 - 04/26/14

TEMPORARY EMPLOYMENT SERVICES / BLANK AST 3

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
13	14	15	16	17	18	19
	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs	Work Hrs. 8.0 hrs	
20	21	22	23	24	25	26
	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs		

Timesheet Totals	
Work Hrs.	80.00
	80.00

? 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

- 04/14 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
- 04/15 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
- 04/16 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
- 04/17 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
- 04/18 - 7:00am - 12:00pm, 1:00pm - 4:00pm.
- 04/21 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
- 04/22 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
- 04/23 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
- 04/24 - 7:00am - 12:00pm, 1:00pm - 5:00pm.

NOTE:

Week 1 on the Pay Period does not match up with either color scheme on the 9/80 schedule because the previous schedule was ended the prior week and the new schedule began on Week 2

Week 2 on the Pay Period matches up with Week 1 on the 9/80 schedule

Calculations

- Week 1 generates 40 REG, 4 OTP, Week 2 generates 36 REG
 - Any Productive work hours over 40 in Week 1 will be OTP
 - Any Unproductive work hours over 40 in Week 1 will be OTS
 - Any Productive work hours over 44 in Week 2 will be OTP
 - Any Unproductive work hours over 44 in Week 2 will be OTS

DTA Modifications

- Because the previous schedule was ended and the employee continued to enter the 9/80 hours for the entire pay period TRS believes the employee worked 4 hours of overtime during Week 1.
 - DTA will need to manually adjust the hours in OPTRS
 - For Week 1 the DTA will need to adjust 40 REG and 4 OTP
 - 4 OTP must be removed and changed to REG
 - 44 REG hours should be paid for Week 1

Timesheet Entry

- Current Pay Period 04/27/14 – 05/10/14
- Employee is fully on 9/80 Schedule (Week 1 = 36 hours, Week 2 = 44 hours)

Pay Period 04/27/14 - 05/10/14

TEMPORARY EMPLOYMENT SERVICES / BLANK AST 3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs		
4	5	6	7	8	9	10
	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs	Work Hrs. 8.0 hrs	
? 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 Totals
 Work Hrs. 80.00
 80.00

Timesheet In/Out Details

- 04/28 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
- 04/29 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
- 04/30 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
- 05/01 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
- 05/05 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
- 05/06 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
- 05/07 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
- 05/08 - 7:00am - 12:00pm, 1:00pm - 5:00pm.
- 05/09 - 8am - 12:00pm, 1:00pm - 5:00pm.

Note:

Week 1 on the Pay Period matches up with Week 2 on the 9/80 Schedule
 Week 2 on the Pay Period matches up with Week 1 on the 9/80 Schedule

Calculations

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

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