# Bi-Weekly employee has been on 9/80 Schedule since 03/30/14 and is going back to a Regular schedule (8 hour shifts 5 days a week) beginning 5/11/14.

• Currently Employee is on a 9/80 schedule which started on 03/30/14 and was left without an end date where week 1 has 44 hours and week 2 has 36 hours.

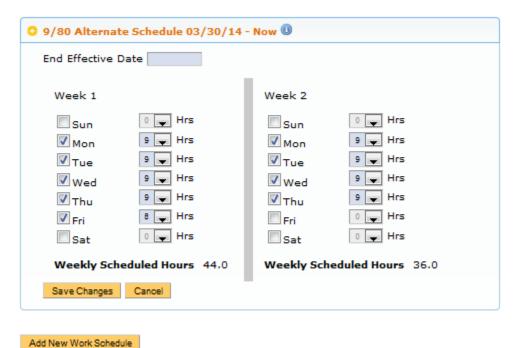
Existing work schedules.



#### How to End a Current Work Schedule

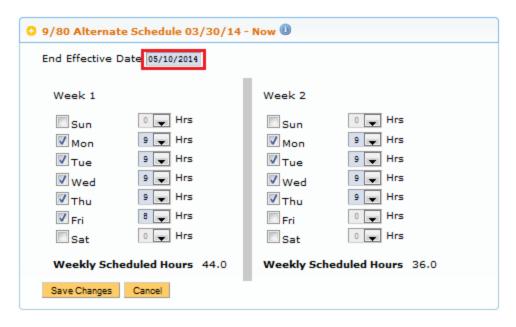
- The DTA must end the current schedule on the Saturday of the second week of a Bi-Weekly pay period.
- In order to end the schedule the DTA must **CLICK** on **Edit This Schedule**.

Existing work schedules.



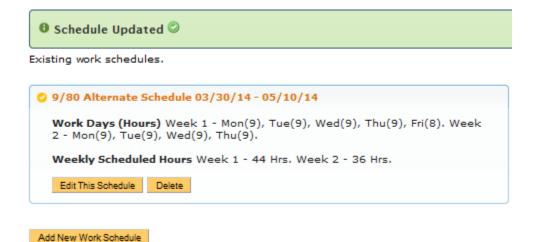
• The DTA must ADD the End Effective Date and CLICK on the SAVE CHANGES button.

Existing work schedules.



Add New Work Schedule

• DTA will see a Green Box showing that the schedule has been updated to end on 05/10/14



• Beginning on the Bi-Weekly pay period starting on 05/11/14 employee will no longer be on 9/80 schedule and instead will be on a normal schedule where they will enter 8 hours shifts 5 days a week.

### **Timesheet Entry**

- Current Pay Period 04/27/14 05/10/14
- Employee is on a 9/80 Schedule (Week 1 = 44 hours, Week 2 = 36 hours)
- DTA must end current schedule on 05/10/14



#### **Calculations**

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

- Current Pay Period 05/11/14 05/24/14
- 9/80 schedule has ended and employee is now on a Regular schedule (8 hour shifts, 5 days a week)



Timesheet In/Out Details

05/12 - 8am - 12pm, 1pm - 5pm.
05/13 - 8am - 12pm, 1pm - 5pm.
05/14 - 8am - 12pm, 1pm - 5pm.
05/15 - 8am - 12pm, 1pm - 5pm.
05/16 - 8am - 12pm, 1pm - 5pm.
05/19 - 8am - 12pm, 1pm - 5pm.
05/20 - 8am - 12pm, 1pm - 5pm.
05/21 - 8am - 12pm, 1pm - 5pm.
05/22 - 8am - 12pm, 1pm - 5pm.
05/22 - 8am - 12pm, 1pm - 5pm.

# **Calculations**

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

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