

Bi-Weekly employee has been on 9/80 Schedule since 03/23/14 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 03/23/14 and was left without an end date.
- This Schedule was started on the Sunday of the second week of a Bi-Weekly pay period as a work around in TRS so the employee can enter 36 hours on Week 1 and 44 hours on Week 2 when a new pay period begins.
 - **Note:** the system still believes that Week 1 is 44 hours and Week 2 is 36 hours

Existing work schedules.

✔ **9/80 Alternate Schedule 03/23/14 - 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](#)

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 this case since we started the schedule on the Sunday of the Second week of a pay period we must end the timesheet at the end of the first week of a pay period (Saturday)
- In order to end the schedule the DTA must **CLICK** on **Edit This Schedule**.

Existing work schedules.

9/80 Alternate Schedule 03/23/14 - 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	

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

Existing work schedules.

9/80 Alternate Schedule 03/23/14 - 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	

- DTA will see a Green Box showing that the schedule has been updated



Existing work schedules.

9/80 Alternate Schedule 03/23/14 - 05/03/14

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](#)

- The employee will be on a 9/80 schedule for half of the pay period in which it is scheduled to end.
- Beginning on the following 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 04/13/14 – 04/26/14
- Employee is on a 9/80 Schedule (Week 1 = 36 hours, Week 2 = 44 hours)
- DTA will need to end the current schedule on 05/03/14 but must update the end date in TRS before the timesheet belonging to Pay Period 04/27/14 – 05/10/14 is submitted

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

? 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 - 6pm.
- 04/15 - 8am - 12pm, 1pm - 6pm.
- 04/16 - 8am - 12pm, 1pm - 6pm.
- 04/17 - 8am - 12pm, 1pm - 6pm.
- 04/21 - 8am - 12pm, 1pm - 6pm.
- 04/22 - 8am - 12pm, 1pm - 6pm.
- 04/23 - 8am - 12pm, 1pm - 6pm.
- 04/24 - 8am - 12pm, 1pm - 6pm.
- 04/25 - 8am - 12pm, 1pm - 5pm.

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

Timesheet Entry

- Current Pay Period 04/27/14 – 05/10/14
- 9/80 schedule has ended on 05/03/14 and now TRS believes the employee is now on a Regular schedule for week 2 of the pay period (8 hour shifts, 5 days a week)
- Employee is to continue entering hours as if they are still on the 9/80 schedule for both weeks

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	
						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

04/28 - 8am - 12pm, 1pm - 6pm.
 04/29 - 8am - 12pm, 1pm - 6pm.
 04/30 - 8am - 12pm, 1pm - 6pm.
 05/01 - 8am - 12pm, 1pm - 6pm.
 05/05 - 8am - 12pm, 1pm - 6pm.
 05/06 - 8am - 12pm, 1pm - 6pm.
 05/07 - 8am - 12pm, 1pm - 6pm.
 05/08 - 8am - 12pm, 1pm - 6pm.
 05/09 - 8am - 12pm, 1pm - 5pm.

Calculations

- TRS will calculate 36 REG for Week 1 and 40 REG, 4 OTP for Week 2. Totaling 76 REG and 4 OTP 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 40 in Week 2 will be OTP
 - Any Unproductive work hours over 40 in Week 2 will be OTS

DTA Modifications

- Because the 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 2.
 - DTA will need to manually adjust the hours in OPTRS
 - For Week 2 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 displayed for Week 2

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) for both weeks in the pay period

Pay Period 05/11/14 - 05/24/14						
TEMPORARY EMPLOYMENT SERVICES / BLANK AST 3						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11	12	13	14	15	16	17
	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	
18	19	20	21	22	23	24
	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

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.
 05/23 - 8am - 12pm, 1pm - 5pm.

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

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