



Work Schedules and Work Weeks



Purpose of the Job Aid

- To understand the relationship between the Work Week and Work Schedule Rule (WSR) as it applies to Overtime, and accruals for Leave and Length of Service
- To identify which Work Schedule is appropriate for a given situation.

Work Schedule Rules (WSR)

- Are found in PA20 IT0007 Planned Work Time.
- Designate the days and hours per day an employee *is scheduled* to work or can use leave.
- Should be changed first of a work week to ensure that the system counts the days correctly.

Work Weeks

- Are found in PA20 IT0007 Planned Work Time.
- The completion of being in paid status for 50% of the days for the month results in Sick and Vacation accruals to occur.
- Determine the period in which Overtime (OT) is calculated.
- Should be changed first of a work week to ensure that the system counts the days correctly.

When you click on this...

Display Planned Working Time (0007)

Work schedule

Personnel No: 1413240 Name
EEGroup A SPA Employees
EESubgroup A1 FT N-FLSAOT Perm
Start 10/04/2009 To 12/31

Work Schedule Rule example showing M-F 8 hours with Sa/S not required to work.

Work schedule rule rule
Work schedule rule D01N08GN MTWHF-8,SaS-O
Time Mgmt status 1 - Positive Time Recording
Working week Wk - Sun (mdnt) - Sat
 Part-time employee

Work week that shows when the system will calculate Overtime.

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	0.00

Employment percent that means that the employee is working 100% of what they are asked to work. This impacts accruals for Vacation and Sick Leave.

Display Work Schedule

Choose Previous month Next month

ES grouping
Holiday Calendar ID
PS grouping

Valid December 2010

The months actual schedule appears. It includes the number of hours per day the employee must account for in the work week.

The Holiday Calendar determines when this employee will observe the holiday which is denoted by a "4".

D		SU		HC		D		MO		HC		D		TU	
05	FREE														
12	FREE														
19	FREE														
26	FREE														
06															
13															
20															
27															
07															
14															
21															
28															
08															
15															
22															
29															
09															
16															
23															
30															
10															
17															
24															
31															
11	FREE														
18	FREE														
25	FREE														

Restart: Month Day in year

Important basics about WSR's versus Work Weeks.

- Employment percent must be 100% so that accruals are accurate. (The employee is working 100% of his/her work schedule.)
- For Positive Time Entry, the system looks at total hours of time entry for the OT period (work week) to calculate OT.
- For Leave and Length of Service purposes, the system looks at the number of days in pay status on the Work Schedule. Each day in pay status has a percentage “value” associated with it in order to achieve 50% of the month.

Important basics about the Holiday Calendar.

- The holiday calendar is also located in PA20 under IT0001 Organizational Assignment under Personnel Subarea. (but can be viewed in IT0007 Planned Work Time.

Enterprise structure			
CoCode	NC01	STATE OF NC	
Pers.area	2001	Health Human Services	
Cost Ctr	2X99999999	DHHS-MAIN	
Func. Area	G0000000000000001	General Government	
Subarea	NC01	7day Norm	
Bus. Area	2X00	DHHS-Main	
Fund	2099999999	DHHS-MAIN-SUSPE...	

Important basics about the Holiday Calendar.

- The holiday calendar is designated as follows:
- NC = Normal or North Carolina Calendar. Employees on an NC Calendar will observe the Holidays during the work week and if a holiday falls on a weekend, the system will move it accordingly.
- AC = Actual or Alternate Calendar. Employees will observe the holiday as it falls on the actual day.

What should you consider when picking a WSR?

1. Ideally pick the correct days and hours per day to be worked for the OT period.
2. Correct number of hours to work per OT period.
3. Correct number of days to be worked.

When should a Work Schedule Rule be changed?

- The system looks at the start of the *Work Week* to determine hours and days worked for a Work Schedule Rule.

GN schedules

- Are “regularly worked” schedules.
- Count each day of time entry in pay status towards sick and vacation leave accruals **EVEN IF** you work on a non-scheduled day.
- Can only use Leave on a scheduled work day and only for those hours required on that day. (unless an IT2003 Substitution is made)

Pros and Cons of an FX Schedule

- + Flexibility in recording leave
- + Perfect for temp employees because they do not accrue Leave
- Only counts weekdays as days worked for accruals but also increases the number of days the employee “must work.”
- Cannot be used when exhausting time in IT2001 because it will take all days into account.

The only difference between a DO1N08GN and a DO1N08FX schedule is that Leave cannot be recorded on Saturday/Sunday without first doing a 2003 Substitution.

An FX Schedule and Leave of Absence (LOA)

- An FX WSR cannot be used when exhausting time in IT2001 because it will take all days into account i.e. if you exhaust leave from the start of the work week to the end, it will consume 56 hours of Leave instead of 40 for Full Time staff.
- If the employee worked over his/her required WSR earlier in that week, ***do not*** manually offset that Leave. The system looks at M-F for purposes of tracking Leave time while on LOA and does not look at the weekends.

Scenario #1

- If a 36 hour employee is on a 40 hour WSR, when does the system begin counting Overtime?

Answer: Once 40 hours is reached the system begins counting Overtime.

Scenario #2

- If a 40 hour per week employee is on an D01W08FX WSR and only works 3 days a week to achieve his/her required hours, when will the system give the employee the accruals for Sick/Vacation/Length of Service?

Answer: Once 50% of the days in pay status have been achieved so if the count of the month is 30 days, the employee will earn Leave/LOS when 15 days are in pay status.

Scenario #3

- If a 24 hour employee is on a 20 hour WSR and works 24 hours, what does the system do to the 4 hours between 20 and 24?

Answer: The employee will earn 4 hours of Gap pay.

Important points

- If an employee is not receiving accruals because he/she is working too few days, BUT the days he/she works is over two days, you CAN split Time Worked between the two days instead of record it on one day.
- i.e. If he/she works 3rd shift, you can record one hour on one day and the remaining time on another day.

Important points

- You can ***NOT*** move Time Worked to a day that the employee did not work.

Important points

- You can ***in a worst case scenario*** move Leave to another day (with notes) to a day the employee was not scheduled to work and did not show.
- This should only be done in consultation and approval from BEST Shared Services.
- Time audits do not cover Leave-only Time Worked.

What to do if you have a problem?

1. Contact Central HR to discuss.
2. Based upon that contact, we may send to BEST a ticket. They will work with you to identify the best available WSR.
3. If they approve, you will do a 2013 Quota Correction to give appropriate Leave Accruals and they will do the 2012's to give appropriate Length of Service.



Questions?

Helpful links

- Available Work Schedule Rules are located in this folder:

<http://www.osc.nc.gov/training/osctd/help/Time%20Management/jobAids.html>