**Bi-Weekly employee has been on Normal Schedule (8 hour shifts 5 days a week) and is scheduled to begin working a 9/80 where they will report 36 hours Week 1 and 44 hours Week 2 beginning on 04/27/14. Same employee will be switched to new 9/80 schedule where they will report 44 hours Week 1 and 36 hours Week 2 beginning on 05/25/14**

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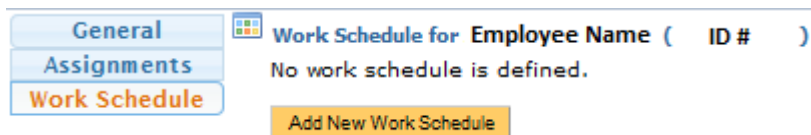
How to Add a New Work Schedule
- The DTA must first click on Add New Work Schedule
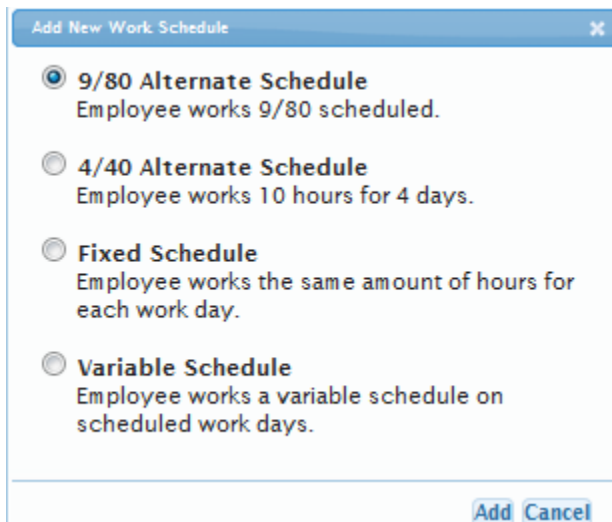
- When the Employee belongs to either the SX or EX bargaining units the option to add a fixed or variable schedule will be available to choose as well. For this purpose please select the 9/80 schedule and click Add.
- The image below will be displayed for the DTA to enter the necessary information

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

- 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\
- The **End Effective Date** is not required but will need to be entered if the DTA ever wants to change the employees schedule.

- Click on Add This 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.

- Employee is being changed to new 9/80 schedule where they will enter 44 hours Week 1 and 36 hours Week 2

1) The Previous schedule must be ended first

- Click Edit This Schedule
- Add End Effective Date (must end on second Saturday of Pay Period)

Add New Work Schedule

- Click Save Changes

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

- Click on Add This Schedule

Schedule Added ✓

Existing work schedules.

9/80 Alternate Schedule 04/20/14 – 05/17/14

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 05/25/14 – 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

Timesheet Entry (Normal Schedule)
- Current Pay Period 03/30/14 – 04/12/14
- Regular Schedule (8 hour shifts, 5 days a week)
- DTA will need Add New work schedule with Begin Date 04/20/14

Pay Period 03/30/14 - 04/12/14
TEMPORARY EMPLOYMENT SERVICES / BLANK AST 3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
	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	
6	7	8	9	10	11	12
	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
03/31 - 8am - 12pm, 1pm - 5pm.
04/01 - 8am - 12pm, 1pm - 5pm.
04/02 - 8am - 12pm, 1pm - 5pm.
04/03 - 8am - 12pm, 1pm - 5pm.
04/04 - 8am - 12pm, 1pm - 5pm.
04/07 - 8am - 12pm, 1pm - 5pm.
04/08 - 8am - 12pm, 1pm - 5pm.
04/09 - 8am - 12pm, 1pm - 5pm.
04/10 - 8am - 12pm, 1pm - 5pm.
04/11 - 8am - 12pm, 1pm - 5pm.

Calculations
- TRS will calculate 40 REG each week. Totaling 80 REG for the Pay Period.
  - 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 40 in Week 2 will be OTP
  - Any Unproductive work hours over 40 in Week 2 will be OTS

Timesheet Entry (Transition to 9/80 - 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

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 (Transition to 9/80 - 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

	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 - 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 (Transition to 9/80 - 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)
- Employee enters 40 hours on Week 1 and 44 hours on Week 2

	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. 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. 84.00

84.00

? 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 - 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 40 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
- DTA will need to manually adjust the hours in OPTRS
  - For Week 2 the DTA will need to adjust 44 REG
  - 4 REG must be removed and 4 OTP must be added
  - 40 REG and 4 OTP hours should be paid for Week 1

Timesheet Entry (Transition to 9/80 – Complete)
- Current Pay Period 04/27/14 – 05/10/14
- Employee is fully on 9/80 Schedule (Week 1 = 36 hours, Week 2 = 44 hours)
- DTA responsible for Setting end date of 05/17/14 for current schedule and adding New Schedule with start date 05/25/14

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 - 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

Timesheet Entry (Transition to 9/80 - Option 1)

- Current Pay Period 05/11/14 – 05/24/14
- Employees previous 9/80 schedule is set to end on 05/17/14
- Supervisor/DTA can have Employee enter 40 hours each week

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

? | 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
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.

Note:
Week 1 on the Pay Period still matches up with Week 2 on the 9/80 Schedule
Week 2 on teh Pay Period is back to a normal 40 hours week and does not match with Week 1 on the 9/80 Schedule

Calculations
- TRS will calculate 36 REG, 4 OTP for Week 1 and 40 REG for Week 2
  - 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 previous schedule was ended on 5/17/14 Week 1 in the Pay Period is still on the 9/80 schedule. TRS believe any hours worked over 36 are Overtime.
  - DTA will need to manually adjust the hours in OPTRS
    - For Week 1 the DTA will need to adjust 36 REG and 4 OTP
    - 4 OTP must be removed and changed to REG
    - 40 REG hours should be paid for Week 1

Timesheet Entry (Transition to 9/80 - Option 2)
- Current Pay Period 05/11/14 – 05/24/14
- Employees previous 9/80 schedule is set to end on 05/17/14
- Employee continues to report 36 hours Week 1 and 44 hours Week 2

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. 9.0 hrs	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs	Work Hrs. 9.0 hrs		
	18	19	20	21	22	23	24
		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
05/12 - 8am - 12pm, 1pm - 6pm.
05/13 - 8am - 12pm, 1pm - 6pm.
05/14 - 8am - 12pm, 1pm - 6pm.
05/15 - 8am - 12pm, 1pm - 6pm.
05/19 - 8am - 12pm, 1pm - 6pm.
05/20 - 8am - 12pm, 1pm - 6pm.
05/21 - 8am - 12pm, 1pm - 6pm.
05/22 - 8am - 12pm, 1pm - 6pm.
05/23 - 8am - 12pm, 1pm - 5pm.

Note:
Week 1 on the Pay Period still matches up with Week 2 on the 9/80 Schedule
Week 2 on teh Pay Period is back to a normal 40 hours week and does not match with Week 1 on the 9/80 Schedule

Calculations
- TRS will calculate 36 REG for Week 1 and 40 REG, 4 OTP for Week 2. Totaling 76 REG, 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 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 2.

- o 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 paid for Week 2

Timesheet Entry (Transition to 9/80 – Complete)

- Current Pay Period 05/25/14 – 06/07/14
- Employee begins new 9/80 Schedule (Week 1 = 44 hours, Week 2 = 36 hours)

Pay Period 05/25/14 - 06/07/14
TEMPORARY EMPLOYMENT SERVICES / BLANK AST 3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26 Vacation 1.0 hrs / Memorial Day Holiday	27 Work Hrs. 9.0 hrs	28 Work Hrs. 9.0 hrs	29 Work Hrs. 9.0 hrs	30 Work Hrs. 8.0 hrs	31
1	2 Work Hrs. 9.0 hrs	3 Work Hrs. 9.0 hrs	4 Work Hrs. 9.0 hrs	5 Work Hrs. 9.0 hrs	6	7

Timesheet Totals
Work Hrs. 71.00
Vacation 1.00
72.00

[?] 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
05/27 - 8am - 12pm, 1pm - 6pm.
05/28 - 8am - 12pm, 1pm - 6pm.
05/29 - 8am - 12pm, 1pm - 6pm.
05/30 - 8am - 12pm, 1pm - 5pm.
06/02 - 8am - 12pm, 1pm - 6pm.
06/03 - 8am - 12pm, 1pm - 6pm.
06/04 - 8am - 12pm, 1pm - 6pm.
06/05 - 8am - 12pm, 1pm - 6pm.

Calculations

- TRS will calculate 44 REG for Week 1 and 36 REG for Week 2. Totaling 80 REG for the Pay Period.
  - o 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
  - o Any Unproductive work hours over 36 in Week 2 will be OTS
- **NOTE: Holiday Pay only pays max of 8 Hours. When an employee on a 9/80 schedule who is scheduled to work on a holiday and does not work, employee must use an hour of vacation/sick leave/comp time to be paid for hour 9 of the holiday**

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