

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.

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](#)

[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 order to end the schedule the DTA must **CLICK** on **Edit This Schedule**.

Existing work schedules.

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](#)

[Add New Work Schedule](#)

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

Existing work schedules.

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

End Effective Date 05/10/2014

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 to end on 05/10/14

ⓘ Schedule Updated ✓

Existing work schedules.

9/80 Alternate Schedule 03/30/14 - 05/10/14 ⓘ

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.

- 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

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

TEMPORARY EMPLOYMENT SERVICES / BLANK AST 2

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	Work Hrs. 8.0 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		

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.
- 05/02 - 8am - 12pm, 1pm - 5pm.
- 05/05 - 8am - 12pm, 1pm - 6pm.
- 05/06 - 8am - 12pm, 1pm - 6pm.
- 05/07 - 8am - 12pm, 1pm - 6pm.
- 05/08 - 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.
 - 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

- 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)

Pay Period 05/11/14 - 05/24/14

TEMPORARY EMPLOYMENT SERVICES / BLANK AST 2

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.