Coppin State University Alternative Work Schedule Time Entry Aid

Regular Exempt Employees: Do Not use the APPLY SCHEDULE button.

An exempt employee will enter time line by line using the schedule of daily hours worked. Here is an example of 4 X 10, four ten hour days a week. This employee is off on Fridays.

Time Entry — Customize | Find | First 1-8 of 8

Enter Time | Override/Comments | Delete Entry

	Weekday	*Date	D-Day	*TRC	TRC Description	Hours
1	Wednesday	05/04/2011		REG	Reg Hours	10.00
2	Thursday	05/05/2011		REG	Reg Hours	10.00
3	Monday	05/09/2011		REG	Reg Hours	10.00
4	Tuesday	05/10/2011		REG	Reg Hours	10.00
5	Wednesday	05/11/2011		REG	Reg Hours	10.00
6	Thursday	05/12/2011		REG	Reg Hours	10.00
7	Monday	05/16/2011		REG	Reg Hours	10.00
8	Tuesday	05/17/2011		REG	Reg Hours	10.00

Total Entries: 8 Total Hours: 80.00000 Add Apply Schedule

This example shows how to enter time for a holiday and how to supplement daily hours worked with accrued leave. This employee is off on Mondays.

Time Entry — Customize | Find | First 1-9 of

Enter Time | Override/Comments | Delete Entry

	Weekday	*Date	D-Day	*TRC	TRC Description	Hours
1	Wednesday	04/06/2011		REG	Reg Hours	10.00
2	Thursday	04/07/2011		REG	Reg Hours	10.00
3	Friday	04/08/2011		REG	Reg Hours	10.00
4	Tuesday	04/12/2011		HOL	Holiday	8.00
5	Tuesday	04/12/2011		ANNLV	Annual Leave	2.00
6	Wednesday	04/13/2011		REG	Reg Hours	10.00
7	Thursday	04/14/2011		PERLV	Personal Leave	10.00
8	Friday	04/15/2011		REG	Reg Hours	10.00
9	Tuesday	04/19/2011		REG	Reg Hours	10.00

Total Entries: 9 Total Hours: 80.00000 Add Apply Schedule

Any accrued leave taken will be reported for the daily hours worked. See line 7.

Holiday leave will remain at 8 hour/day. Alternative work schedule employees must use their own accrued leave to supplement leave over 8 hours for a holiday. See lines 4 & 5.

Coppin State University Alternative Work Schedule Time Entry Aid

This example shows a 9 hour alternative schedule with one day off in the pay period, 5 X 4 X 9 schedule. This schedule schedules the employee for 9 days out of the 10 day pay period with one day off. This person is off Friday May 13th.

Time Entry — Customize | Find | First 1-9 of

Enter Time | Override/Comments | Delete Entry

	Weekday	*Date	D-Day	*TRC	TRC Description	Hours
1	Wednesday	05/04/2011		REG	Reg Hours	9.00
2	Thursday	05/05/2011		REG	Reg Hours	9.00
3	Friday	05/06/2011		REG	Reg Hours	9.00
4	Monday	05/09/2011		REG	Reg Hours	9.00
5	Tuesday	05/10/2011		REG	Reg Hours	8.00
6	Wednesday	05/11/2011		REG	Reg Hours	9.00
7	Thursday	05/12/2011		REG	Reg Hours	9.00
8	Monday	05/16/2011		REG	Reg Hours	9.00
9	Tuesday	05/17/2011		REG	Reg Hours	9.00

Total Entries: 9 **Total Hours:** 80.00000 Add

Here is an example of Administrative Leave for emergency closing and using accrued leave in multiple leave categories. This employee is off on Fridays.

Time Entry — Customize | Find | First 1-9 of

Enter Time | Override/Comments | Delete Entry

	Weekday	*Date	D-Day	*TRC	TRC Description	Hours
1	Wednesday	05/04/2011		REG	Reg Hours	10.00
2	Thursday	05/05/2011		ADMLV	Administrative Leave	10.00
3	Monday	05/09/2011		REG	Reg Hours	10.00
4	Tuesday	05/10/2011		REG	Reg Hours	10.00
5	Wednesday	05/11/2011		ANNLV	Annual Leave	8.00
6	Wednesday	05/11/2011		PERLV	Personal Leave	2.00
7	Thursday	05/12/2011		REG	Reg Hours	10.00
8	Monday	05/16/2011		REG	Reg Hours	10.00
9	Tuesday	05/17/2011		REG	Reg Hours	10.00

Total Entries: 9 **Total Hours:** 80.00000 Add

The minimum number of hours for leave entry is 2.0 hours.

Regular Non-Exempt Employees, and All Contingent 2 Employees

A non-exempt employee will enter time line by line using the schedule of daily hours worked. Here is an example of 4 X 10, four ten hour days a week. This employee is off on Mondays.

me Entry — Customize | Find | First 1-8 of 8 Las

Enter Time | Override/Comments | Delete Entry

Weekday	*Date	*TRC	TRC Description	Hours	Start Time	Start Break 1	Return Break 1	Start Break 2	Return Break 2	Start Break 3	Return Break 3	End Time
Wednesday	04/06/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	1:00PM					6:00PM
Thursday	04/07/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	1:00PM					6:00PM
Friday	04/08/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	1:00PM					6:00PM
Tuesday	04/12/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	1:00PM					6:00PM
Wednesday	04/13/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	1:00PM					6:00PM
Thursday	04/14/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	1:00PM					6:00PM
Friday	04/15/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	1:00PM					6:00PM
Tuesday	04/19/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	1:00PM					6:00PM

tal Entries: 8 Total Hours: 80.00000 Add

This example shows how to enter time for a holiday and how to supplement daily hours worked with accrued leave. This employee is off on Mondays.

me Entry — Customize | Find | First 1-9 of 9 Las

Enter Time | Override/Comments | Delete Entry

Weekday	*Date	*TRC	TRC Description	Hours	Start Time	Start Break 1	Return Break 1	Start Break 2	Return Break 2	Start Break 3	Return Break 3	End Time
Wednesday	04/06/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	1:00PM					6:00PM
Thursday	04/07/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	1:00PM					6:00PM
Friday	04/08/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	1:00PM					6:00PM
Tuesday	04/12/2011	ANNLV	Annual Leave	2.00								
Tuesday	04/12/2011	HOL	Holiday	8.00								
Wednesday	04/13/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	1:00PM					6:00PM
Thursday	04/14/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	1:00PM					6:00PM
Friday	04/15/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	1:00PM					6:00PM
Tuesday	04/19/2011	REG	Reg Hours	10.00	7:00AM	12:00PM	1:00PM					6:00PM

tal Entries: 9 Total Hours: 80.00000 Add

Holiday leave will remain at 8 hour/day. Alternative work schedule employees must use their own accrued leave to supplement leave over 8 hours for a holiday. See lines entered for April 12th.

This example shows a 9 hour alternative schedule with one day off in the pay period, 5 /4 - 9 schedule. This schedule shows hours for the employee for 9 days out of the 10 day pay period with one day off. This employee is off Friday April 1st.

me Entry — Customize | Find | First 1-9 of 9 Las

Enter Time | Override/Comments | Delete Entry

Weekday	*Date	*TRC	TRC Description	Hours	Start Time	Start Break 1	Return Break 1	Start Break 2	Return Break 2	Start Break 3	Return Break 3	End Time
Wednesday	03/23/2011	REG	Reg Hours	9.00	6:00AM	11:00AM	11:30AM					3:30PM
Thursday	03/24/2011	REG	Reg Hours	9.00	6:00AM	11:00AM	11:30AM					3:30PM
Friday	03/25/2011	REG	Reg Hours	9.00	6:00AM	11:00AM	11:30AM					3:30PM
Monday	03/28/2011	REG	Reg Hours	9.00	6:00AM	11:00AM	11:30AM					3:30PM
Tuesday	03/29/2011	REG	Reg Hours	8.00	6:00AM	11:00AM	11:30AM					2:30PM
Wednesday	03/30/2011	REG	Reg Hours	9.00	6:00AM	11:00AM	11:30AM					3:30PM
Thursday	03/31/2011	REG	Reg Hours	9.00	6:00AM	11:00AM	11:30AM					3:30PM
Monday	04/04/2011	REG	Reg Hours	9.00	6:00AM	11:00AM	11:30AM					3:30PM
Tuesday	04/05/2011	REG	Reg Hours	9.00	6:00AM	11:00AM	11:30AM					3:30PM

tal Entries: 9 Total Hours: 80.00000 Add

Here is an example of a non-exempt employee reporting multiple leave categories. This employee is off on Fridays.

me Entry — Customize | Find | First 1-9 of 9 Las

Enter Time | Override/Comments | Delete Entry

Weekday	*Date	*TRC	TRC Description	Hours	Start Time	Start Break 1	Return Break 1	Start Break 2	Return Break 2	Start Break 3	Return Break 3	End Time
Wednesday	05/04/2011	REG	Reg Hours	10.00	7:00AM	11:00AM	12:00PM					6:00PM
Thursday	05/05/2011	REG	Reg Hours	10.00	7:00AM	11:00AM	12:00PM					6:00PM
Monday	05/09/2011	ANNLV	Annual Leave	5.00								
Monday	05/09/2011	PERLV	Personal Leave	5.00								
Tuesday	05/10/2011	REG	Reg Hours	10.00	7:00AM	11:00AM	12:00PM					6:00PM
Wednesday	05/11/2011	REG	Reg Hours	10.00	7:00AM	11:00AM	12:00PM					6:00PM
Thursday	05/12/2011	REG	Reg Hours	10.00	7:00AM	11:00AM	12:00PM					6:00PM
Monday	05/16/2011	REG	Reg Hours	10.00	7:00AM	11:00AM	12:00PM					6:00PM
Tuesday	05/17/2011	SICK	Sick - Empl illness	10.00								

al Entries: 9 Total Hours: 80.00000 Add Apply Schedule

This example shows reporting Overtime hours. This employee is off on Fridays.

me Entry

Customize | Find | First 1-9 of 9 Las

Enter Time | Override/Comments | Delete Entry

Weekday	*Date	*TRC	TRC Description	Hours	Start Time	Start Break 1	Return Break 1	Start Break 2	Return Break 2	Start Break 3	Return Break 3	End Time
Wednesday	05/04/2011	REG	Reg Hours	10.00	6:30AM	11:00AM	11:30AM					5:00PM
Thursday	05/05/2011	REG	Reg Hours	10.00	6:30AM	11:00AM	11:30AM					5:00PM
Monday	05/09/2011	REG	Reg Hours	10.00	6:30AM	11:00AM	11:30AM					5:00PM
Tuesday	05/10/2011	REG	Reg Hours	10.00	6:30AM	11:00AM	11:30AM					5:00PM
Wednesday	05/11/2011	REG	Reg Hours	10.00	6:30AM	11:00AM	11:30AM					5:00PM
Thursday	05/12/2011	REG	Reg Hours	10.00	6:30AM	11:00AM	11:30AM					5:00PM
Thursday	05/12/2011	OTP	Overtime	3.00	5:00PM							8:00PM
Monday	05/16/2011	REG	Reg Hours	10.00	6:30AM	11:00AM	11:30AM					5:00PM
Tuesday	05/17/2011	REG	Reg Hours	10.00	6:30AM	11:00AM	11:30AM					5:00PM

tal Entries: 9 Total Hours: 83.00000 Add Apply Schedule

If you have a question about **A**lternative **W**ork **S**chedule (AWS) time entry, please call HR at X3666.