

TIMESHEET CODING OF A “FOUR-NINES” SCHEDULE

- Nine-hour work schedules cannot be established within the SAM II Payroll System as a new set of schedules because SAM II is based on work DAYS, not HOURS, and requires each schedule to have the same number of hours each day and the same number of days each week. Employees on a 4X9 schedule must be set up in an existing **5X8** schedule in SAM II.
- Two possible 4X9 schedules that can be used by some employees are:
 - **4X9 + 4** (result is 40 hours physically worked per workweek.). This work schedule can be accommodated with minimal issues and is encouraged as an alternative to 4X10 and 5X8 schedules. Employees in DOT 1, 2, or 3 Overtime Classifications can use this schedule. DOT 2 and 3 employees approved to use this schedule will be advised by their district/division/office management on how to code their time, especially if they are expected to code time to projects, jobs, or activities.
 - **4X9 + one 8-hour day one week and 4X9 with one day off the following week** (result is 44 hours physically worked the first week and 36 hours physically worked the second week). DOT 2 and 3 employees (not eligible for time-and-a-half overtime earnings) can use this schedule, and if approved for this schedule will be advised by their district/division/office management how to code their time - especially if they are expected to code time to projects, jobs, or activities. DOT 1 employees will not be allowed to use this schedule because:
 - The Fair Labor Standards Act (FLSA) requires nonexempt employees be compensated at the time-and-a-half rate for time physically worked over 40 hours per week. It would be a violation of the FLSA for nonexempt employees to flex their overtime from one week to be used in the following week.
 - When DOT 1 employees work four extra hours at the time-and-a-half overtime rate during the weeks they would work the 4X9 + 8 schedule, it would result in additional costs to the department and the department does not want to have any increases in costs as a result of employees working one of these schedules.
- Four nines **WILL** result in gross earnings/net pay fluctuations unless the work hours are 4X9 Monday – Thursday, with 4 hours worked on Friday. It will not be possible for everyone who wants to work a 4X9 schedule with Friday being the short day or the day off because the department must remain open for business all day on Friday. DOT 1 employees who are scheduled on a 4X9 + 4 schedule, where their short day will be Monday – Thursday, will have fluctuations in their pay. These schedules may also affect annual leave and sick leave accruals. Fluctuations in pay and leave will be corrected in the following paycheck so employees will NOT end up earning less than they should over the two pay periods. When employees have questions about any fluctuations, they should talk with their local payroll office to determine if they are receiving the correct amounts of leave and pay.

4X9 + 4 Work Schedules

- The following examples show how time sheets for a 4X9 + 4 work schedule are coded in the payroll system for DOT 1 employees. The total time on payroll for full-time employees must be at least 40 hours each week to cover their regular paychecks.

EXAMPLE 1: Employee works 4X9 Monday – Thursday + 4 hours on Friday each week. Strictly sticking to this schedule will result in no pay fluctuations.

| <u>MONDAY</u> | <u>TUESDAY</u> | <u>WEDNESDAY</u> | <u>THURSDAY</u> | <u>FRIDAY</u> |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---|
| Work 8 Regular | Work 8 Regular | Work 8 Regular | Work 8 Regular | Work 4 Regular |
| Work 1 extra hour and code to ADDHR | Work 1 extra hour and code to ADDHR | Work 1 extra hour and code to ADDHR | Work 1 extra hour and code to ADDHR | Code 4 hours to FLEX from the 4 extra hours worked/coded to ADDHR |

EXAMPLE 2: Employee works 4X9 Monday, Wednesday, Thursday, and Friday + 4 hours on Tuesday each week.

| <u>MONDAY</u> | <u>TUESDAY</u> | <u>WEDNESDAY</u> | <u>THURSDAY</u> | <u>FRIDAY</u> |
|-------------------------------------|---|-------------------------------------|-------------------------------------|-------------------------------------|
| Work 8 Regular | Work 4 Regular | Work 8 Regular | Work 8 Regular | Work 8 Regular |
| Work 1 extra hour and code to ADDHR | Code 4 hours to FLEX from the 4 extra hours worked/coded to ADDHR | Work 1 extra hour and code to ADDHR | Work 1 extra hour and code to ADDHR | Work 1 extra hour and code to ADDHR |

Paychecks for DOT 1 employees will have a fluctuation in their paychecks as a result of using FLEX hours before ADDHR is earned when the pay period ends in the middle of the week after FLEX has been used. Earnings will be adjusted by the SAM II System on the next paycheck.

EXAMPLE 3: Employee works 4X9 Monday, Tuesday, Wednesday, and Friday + 4 hours on Thursday each week, and a holiday occurs on Monday (one of the 9-hour days). The extra hour normally worked on Monday will need to either be coded to 1 hour of annual leave or comp time on the holiday, or it could be made up later in the week by working 1 additional hour on a different day this week (Tuesday – Friday). This example shows the employee coding 1 hour to either annual leave or comp time on Monday.

| <u>MONDAY</u> | <u>TUESDAY</u> | <u>WEDNESDAY</u> | <u>THURSDAY</u> | <u>FRIDAY</u> |
|--|-------------------------------------|-------------------------------------|---|-------------------------------------|
| Code 1 hour to annual leave or comp time. | Work 8 Regular | Work 8 Regular | Work 4 Regular | Work 8 Regular |
| 8 hours of Holiday pay will be coded by the payroll system | Work 1 extra hour and code to ADDHR | Work 1 extra hour and code to ADDHR | Code 3 hours to FLEX from the 3 extra hours worked/coded to ADDHR on Tuesday, Wednesday and Friday. | Work 1 extra hour and code to ADDHR |

The total time on payroll for the week will be 40 hours – with 28 hours of regular work, 8 hours of Holiday pay, 1 hour of either annual leave or comp time coded on the holiday, and 3 hours of extra work time coded to ADDHR (used for FLEX on Thursday).

EXAMPLE 4a: Employee works 4X9 Monday, Tuesday, Wednesday, and Friday + 4 hours on Thursday each week, and a holiday occurs on Thursday (the 4-hour day). Since the payroll system will be coding 8 hours Holiday pay for Thursday, the employee would not code any time on Thursday and would not need to work any extra time during the week. His/her regular hours will equal 40 if he/she works 8 hours each of the other days this week.

| <u>MONDAY</u> | <u>TUESDAY</u> | <u>WEDNESDAY</u> | <u>THURSDAY</u> | <u>FRIDAY</u> |
|----------------|----------------|------------------|--|----------------|
| Work 8 Regular | Work 8 Regular | Work 8 Regular | 8 hours of Holiday pay will be coded by the payroll system | Work 8 Regular |

EXAMPLE 4b: Employee works 4X9 Monday, Tuesday, Wednesday, and Friday + 4 hours on Thursday each week, and a holiday occurs on Thursday (the 4-hour day). The payroll system will code 8 hours Holiday pay for Thursday. The employee may choose, with supervisor’s approval, to work his/her regular 9 hour-day schedule on 3 of the remaining days and work 5 hours on an alternate short day (Friday in this example).

| <u>MONDAY</u> | <u>TUESDAY</u> | <u>WEDNESDAY</u> | <u>THURSDAY</u> | <u>FRIDAY</u> |
|-------------------------------------|-------------------------------------|-------------------------------------|--|---|
| Work 8 Regular | Work 8 Regular | Work 8 Regular | 8 hours of Holiday pay will be coded by the payroll system | Work 5 Regular |
| Work 1 extra hour and code to ADDHR | Work 1 extra hour and code to ADDHR | Work 1 extra hour and code to ADDHR | | Code 3 hours to FLEX from the 3 extra hours worked/coded to ADDHR |

EXAMPLE 5a: Employee works 4X9 Monday – Thursday + 4 hours on Friday each week and misses work on one of the 9-hour days. This describes situations when an employee could be sick or take annual leave/comp time on one of the days when he/she normally works 9 hours. Although the employee is on a 5X8 schedule in SAM II, he/she can code 9 hours of sick leave, annual leave, or comp time on this day to cover the absence. The critical issue will be to ensure there are at least 40 hours in pay status during the week. This example is when an employee is sick all day on Wednesday.

| <u>MONDAY</u> | <u>TUESDAY</u> | <u>WEDNESDAY</u> | <u>THURSDAY</u> | <u>FRIDAY</u> |
|-------------------------------------|-------------------------------------|--|-------------------------------------|---|
| Work 8 Regular | Work 8 Regular | Out of Office – code 9 hours to sick leave, annual leave, or comp time | Work 8 Regular | Work 4 Regular |
| Work 1 extra hour and code to ADDHR | Work 1 extra hour and code to ADDHR | | Work 1 extra hour and code to ADDHR | Code 3 hours to FLEX from the 3 extra hours worked/coded to ADDHR |

The total time on payroll for the week in this example will be 40 hours – with 28 hours of regular work, 9 hours of leave, and 3 hours of extra work time coded to ADDHR (used for FLEX on Friday).

EXAMPLE 5b: Employee works **4X9 Monday – Thursday + 4 hours on Friday each week and misses work on one of the 9-hour days.** This describes situations when an employee could be sick or take annual leave/comp time on one of the days when he/she normally works 9 hours. The employee may choose, with the supervisor’s approval, to code 8 hours of leave on the day missed and work an additional hour on his/her scheduled short day.

| <u>MONDAY</u> | <u>TUESDAY</u> | <u>WEDNESDAY</u> | <u>THURSDAY</u> | <u>FRIDAY</u> |
|-------------------------------------|-------------------------------------|--|-------------------------------------|---|
| Work 8 Regular | Work 8 Regular | Out of Office – code 8 hours to sick leave, annual leave, or comp time | Work 8 Regular | Work 5 Regular |
| Work 1 extra hour and code to ADDHR | Work 1 extra hour and code to ADDHR | | Work 1 extra hour and code to ADDHR | Code 3 hours to FLEX from the 3 extra hours worked/coded to ADDHR |

The total time on payroll for the week in this example will be 40 hours – with 29 hours of regular work, 8 hours of leave, and 3 hours of extra work time coded to ADDHR (used for FLEX on Friday).

EXAMPLE 6a: Employee works **4X9 Monday – Thursday + 4 hours on Friday each week and misses work all week (sick leave, annual leave, funeral leave, etc.)**

| <u>MONDAY</u> | <u>TUESDAY</u> | <u>WEDNESDAY</u> | <u>THURSDAY</u> | <u>FRIDAY</u> |
|--|--|--|--|--|
| Code 8 hours to the appropriate paid leave | Code 8 hours to the appropriate paid leave | Code 8 hours to the appropriate paid leave | Code 8 hours to the appropriate paid leave | Code 8 hours to the appropriate paid leave |

Regardless of which day is the short day for an employee, and because he/she is on a 5X8 schedule in SAM II, when he/she is off for a full week on paid leave, the employee can enter 8 hours each day to the respective paid leave code.

EXAMPLE 6b: Employee works **4X9 Monday – Thursday + 4 hours on Friday each week and misses work all week (sick leave, annual leave, funeral leave, etc.)** An alternate method for recording paid leave when an employee misses work all week would reflect the employees 4x9 work schedule, as shown below.

| <u>MONDAY</u> | <u>TUESDAY</u> | <u>WEDNESDAY</u> | <u>THURSDAY</u> | <u>FRIDAY</u> |
|--|--|--|--|--|
| Code 9 hours to the appropriate paid leave | Code 9 hours to the appropriate paid leave | Code 9 hours to the appropriate paid leave | Code 9 hours to the appropriate paid leave | Code 4 hours to the appropriate paid leave |