TIME TRACKING JOB AID
Flexing a Work Schedule –
Staff Campus, Non–Exempt Salaried

THIS JOB AID OUTLINES DIFFERENT APPROACHES TO FLEXING A WORK SCHEDULE AND APPLIES TO STAFF CAMPUS WHO ARE NON-EXEMPT SALARIED AND ELIGIBLE FOR DAILY OVERTIME. SEE THE [ASSIGN WORK SCHEDULE](#) USER GUIDE TO PROCESS CHANGES THAT SPAN MORE THAN 2 WEEKS.

OVERVIEW

This job aid outlines two different approaches to flexing a work schedule in Workday and applies to **non-exempt salaried staff campus eligible for daily overtime**. Employees should work with their supervisors to collect approval and determine the best approach prior to flexing their work schedule.

The most distinct difference between the two approaches is the calculation of daily overtime.

- **My Team's Schedule** – Accounting for a flex schedule by updating specific days (2 weeks or less) via this method will still allow Workday to calculate daily overtime, when applicable.

- **Enter Time – Flex Time Worked** – Accounting for a flex schedule by using this time type will NOT calculate daily overtime on that specific day.

MY TEAM'S SCHEDULE – Ad hoc changes (2 weeks or less)

My Team's Schedule is a feature that can be used by the Time and Absence Initiate to view and make changes to one or more employees' work schedule(s) when the changes span 2 weeks or less and **daily overtime calculations should still occur**. As the Time & Absence Initiate, to change a worker's schedule via My Team's Schedule, follow the steps below.

Time & Absence Initiate Steps:

1. From the Home page, select **Menu** > **Team Time**
2. In the View section, select **My Team's Schedule.**
3. Select a **Date** and the **Worker(s).**
4. To edit the daily duration hours for a particular day, click the event on the applicable day, update the out time to adjust the Quantity accordingly and select **OK**.
5. As the total weekly hours for the employee should remain the same, repeat the above step to update the daily duration hours on all other applicable day(s).

Considerations:

- There are no validations in the My Team's Schedule functionality. Workday will allow too many or too few hours and therefore the Time & Absence Initiate should manually ensure that the employee's weekly scheduled hours are correct when making schedule changes via My Team's Schedule.
- There are no routing or approvals enforced (Workday delivered functionality) when making updates via My Team's Schedule.

Scenario:

In this example, the employee normally works 8 hours/day Monday through Friday. She has received approval to leave 1 hour early on Monday and make up her time on Tuesday.

1. The Time & Absence Initiate can use My Team's Schedule to view a worker's normal schedule for a particular week. Remember, it is most important for Workday to reflect expected duration hours correctly. In/out times on a Work Schedule are simply "defaults" and may not match what the employee actually works.
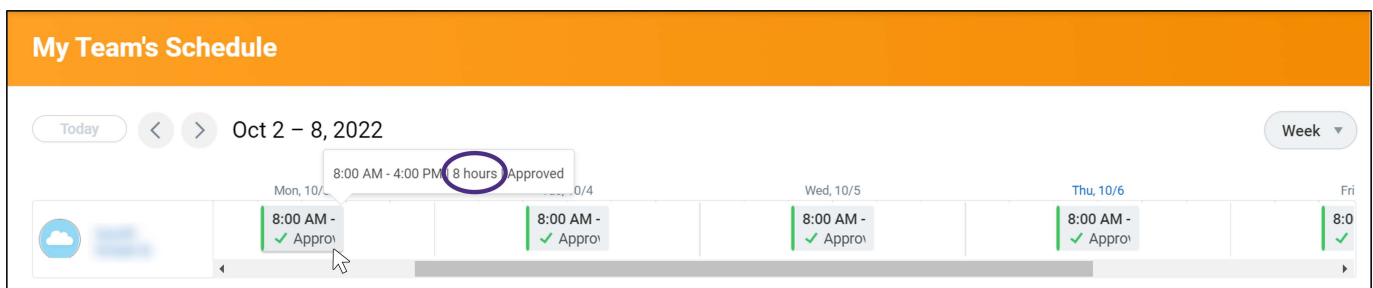
2. Reduce the daily duration hours to 7 hours on Monday and increase the daily duration hours to 9 hours on Tuesday.

3. The updated work schedule for both days are automatically approved.
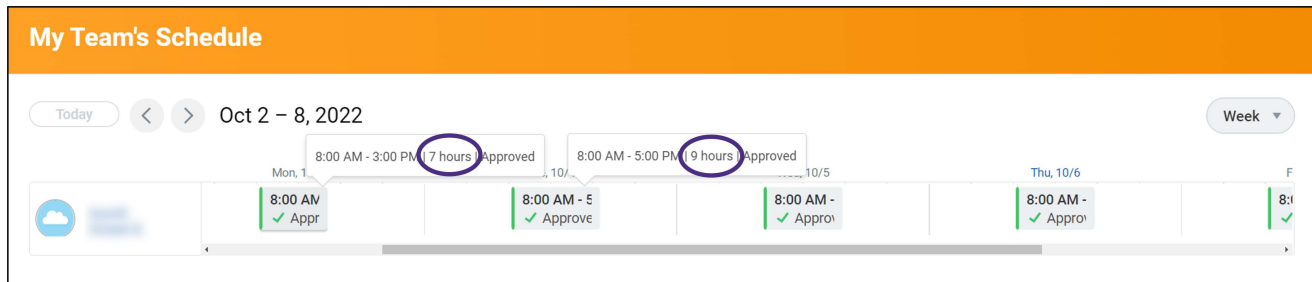
Impacts – Daily Overtime Calculations:

Accounting for a flex schedule by updating specific days (2 weeks or less) via the My Team's Schedule method will still allow Workday to calculate daily overtime, when applicable.

Enter Time Scenario:

Continuing with the example above, if the employee were to actually work and report 9.5 hours of hours worked on Tuesday, Workday would calculate 0.5 hours of overtime on that day.

Summary

Sep 26 – Oct 2, 2022

Hours Worked	16
S/T	0
Overtime Hours (OT/DT)	0.5
Time Off Hours	0

Today ‹ ›   **Oct 3 – 9, 2022** ⌄

Mon, 10/3
Hours: 7

Tue, 10/4
Hours: 9.5

Time Period Lock
09/16/2022 -
09/30/2022

7 AM

Hours Worked (In,
7:00am - 12:00pm
5 Hours
🕓 Not Submitted

8 AM

Hours Worked (In,
8:00am - 12:00pm
4 Hours
🕓 Not Submitted

9 AM

10 AM

11 AM

12 PM

1 PM

Hours Worked (In,
12:30pm - 3:30pm
3 Hours
🕓 Not Submitted

Hours Worked (In,
12:30pm - 5:00pm
4.5 Hours
🕓 Not Submitted

2 PM

3 PM

Time Block   4.5 Hours on 10/04/2022 ⋯   📊 📄

Worker	
Date	10/04/2022
Status	Not Submitted

Reported   **Calculated**   **History**

Calculated Date	10/04/2022
Calculated Time In	10/04/2022 12:30 PM GMT-08:00 Pacific Time (Los Angeles)
Calculated Time Out	10/04/2022 04:30 PM GMT-08:00 Pacific Time (Los Angeles)
Calculated Quantity	4
Time Calculation Tag	Regular (Do Not Pass to Payroll)

Calculated Date	10/04/2022
Calculated Time In	10/04/2022 04:30 PM GMT-08:00 Pacific Time (Los Angeles)
Calculated Time Out	10/04/2022 05:00 PM GMT-08:00 Pacific Time (Los Angeles)
Calculated Quantity	0.5
Time Calculation Tag	Daily Contract Overtime (1.5)

Close

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ENTER TIME - FLEX TIME WORKED

As an alternative to using the My Team's Schedule functionality to update an employee's work schedule for a given week, the time type **Flex Time Worked** can be logged in the Enter Time process.

Considerations:
- This time type can be entered by the Employee or Time & Absence Initiate to reflect hours worked outside of regular work schedule to make up time. No update to the work schedule is needed.
- Entering time via this time type will prevent daily overtime calculations but will still allow for Weekly FLSA Overtime calculations.
- This method follows the usual steps outlined in the [Enter Time User Guide](#).

Enter Time Scenario:
In this example, the employee normally works 8 hours/day Monday through Friday. She has received approval to leave 1 hour early on Monday and make up her time on Tuesday.

1. Via the Enter Time process, the Employee or Time & Absence Initiate can enter time as usual for Monday. For Tuesday, the time type **Flex Time Worked** is selected to reflect hours worked outside the normal schedule. As hours recorded as Flex Time Worked prevent the calculation of daily overtime, all 9 hours recorded on Tuesday are assessed as regular hours worked, even though the employee's work schedule reflects an expected daily duration of 8 hours.

Impacts – Daily Overtime Calculations:

Accounting for a flex schedule by using the Flex Time Worked time type prevents daily overtime calculations but still allows for Weekly FLSA Overtime calculations.

Enter Time Scenario:

Continuing with the example above, regardless of what the employee actually works and records as Flex Time Worked (in this next example, 5 hours of Flex Time Worked are recorded on Tuesday, for a daily total of 10 hours), Workday still does NOT calculate any overtime on that day even though her work schedule reflects an expected daily duration:

While hours recorded as Flex Time Worked prevent daily overtime calculations, they still contribute to Workday's assessment of weekly FLSA Overtime. In the next example, the employee has worked and recorded 8 hours/day for the remainder of the work week (Wednesday-Friday). This results in 1 hour of FLSA Overtime (Weekly), calculated on Friday once Workday assesses hours worked above 40 for the week.

Summary

Oct 3 – 9, 2022

Hours Worked	40
S/T	0
Overtime Hours (OT/DT)	1
Time Off Hours	0
Unpaid Time	0
Premium Hours	0
Total Hours	41