TIME TRACKING JOB AID
Assign Work Schedule – Staff Campus

THIS JOB AID APPLIES TO CAMPUS STAFF EMPLOYEES AND OUTLINES THE CORE CONCEPTS OF WORK SCHEDULES.

DEFINITION

Work Schedules are assigned to all campus staff employees and are utilized in various time calculations like overtime and straight time. They are **duration based** and track duration hours worked per day for a standard **Monday-Sunday FLSA workweek**.
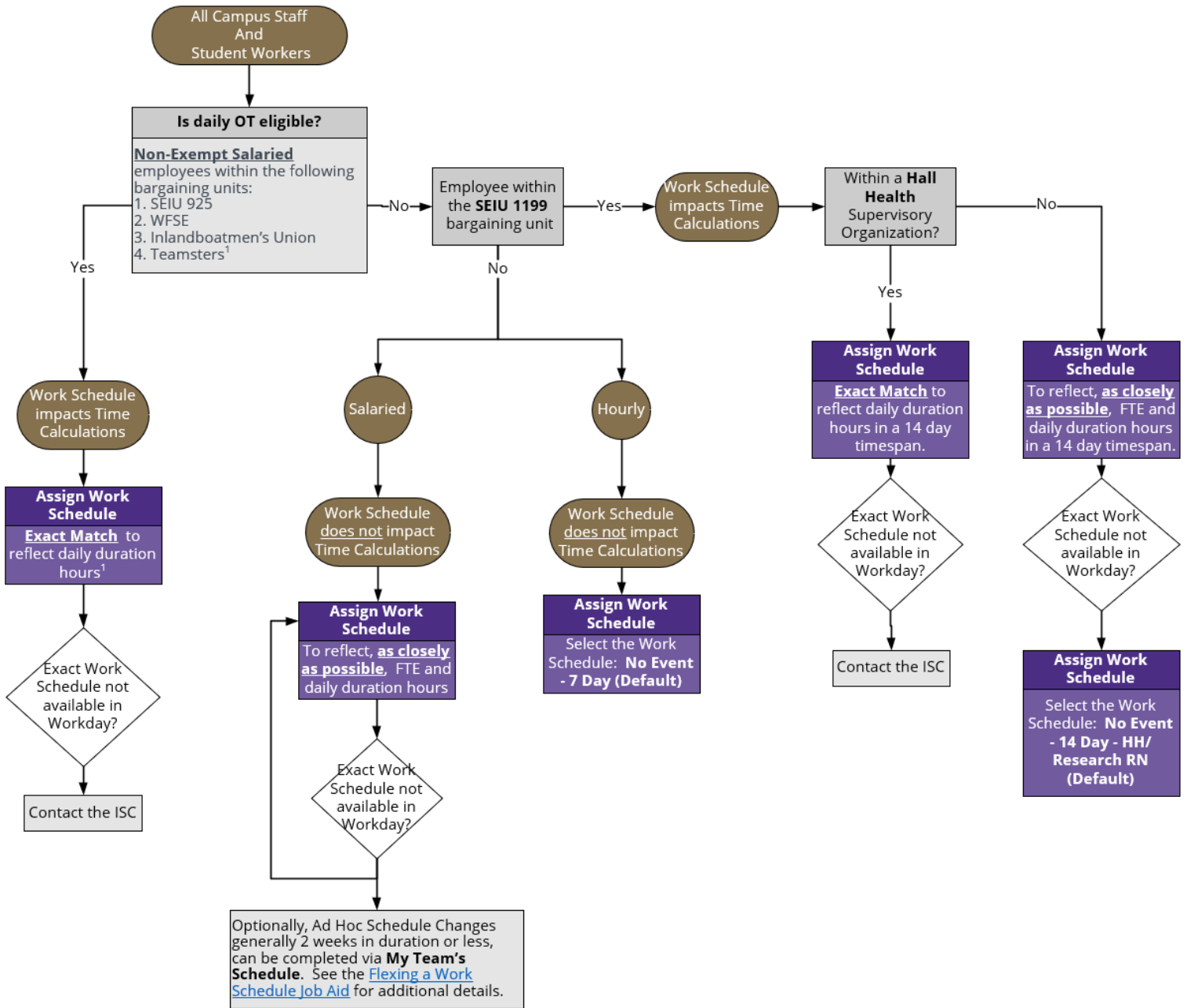
IMPACTS

Work Schedule Assignments are most important for **daily OT eligible** employees**.** These include Non-Exempt Salaried employees within the SEIU 925, WFSE, Inlandboatmen's Union, and Teamsters bargaining units, including Print Plant employees. For these employees, the work schedule daily duration hours should be an exact match to regular daily hours worked so Workday can calculate Overtime or Straight Time over scheduled daily hours.

For an illustration explaining when a Work Schedule Assignment should be an **exact match** versus a **close match** to the worker's daily duration hours, see the **Work Schedule Decision Tree** on page 2. This illustration also explains when a No Event work schedule assignment is appropriate.

Work Schedule Assignment - Decision Tree

```
                              All Campus Staff
                                    And
                              Student Workers
                                    |
                                    v
                          ┌─────────────────────┐
                          │  Is daily OT eligible? │
                          ├─────────────────────┤
                          │ Non-Exempt Salaried   │
                          │ employees within the  │
                          │ following             │
                          │ bargaining units:     │──No──> Employee within ──Yes──> Work Schedule ──> Within a Hall ──No──┐
                          │ 1. SEIU 925           │        the SEIU 1199           impacts Time        Health                │
                          │ 2. WFSE               │        bargaining unit         Calculations        Supervisory           │
                          │ 3. Inlandboatmen's    │             |                                      Organization?         │
                          │    Union              │             No                                         |                 │
                          │ 4. Teamsters¹         │             |                                         Yes                │
                          └─────────────────────┘             |                                          |                 │
```


Decision tree flowchart showing:

All Campus Staff And Student Workers → **Is daily OT eligible?** (Non-Exempt Salaried employees within the following bargaining units: 1. SEIU 925, 2. WFSE, 3. Inlandboatmen's Union, 4. Teamsters[1])

- **Yes** → Work Schedule impacts Time Calculations → **Assign Work Schedule: Exact Match** to reflect daily duration hours[1] → Exact Work Schedule not available in Workday? → Contact the ISC

- **No** → Employee within the **SEIU 1199** bargaining unit
  - **Yes** → Work Schedule impacts Time Calculations → Within a **Hall Health** Supervisory Organization?
    - **Yes** → **Assign Work Schedule: Exact Match** to reflect daily duration hours in a 14 day timespan. → Exact Work Schedule not available in Workday? → Contact the ISC
    - **No** → **Assign Work Schedule:** To reflect, **as closely as possible**, FTE and daily duration hours in a 14 day timespan. → Exact Work Schedule not available in Workday? → **Assign Work Schedule:** Select the Work Schedule: **No Event - 14 Day - HH/Research RN (Default)**
  - **No** → Salaried / Hourly
    - **Salaried** → Work Schedule **does not** impact Time Calculations → **Assign Work Schedule:** To reflect, **as closely as possible**, FTE and daily duration hours → Exact Work Schedule not available in Workday? → Optionally, Ad Hoc Schedule Changes generally 2 weeks in duration or less, can be completed via **My Team's Schedule**. See the Flexing a Work Schedule Job Aid for additional details.
    - **Hourly** → Work Schedule **does not** impact Time Calculations → **Assign Work Schedule:** Select the Work Schedule: **No Event - 7 Day (Default)**

¹Hourly employees in Print Plant, represented by the Teamsters Bargaining Unit and Daily OT Eligible should be assigned the Work Schedule: 100-5C7-MonTueWedThuFri (Print Plant 7-hour) (Default)

Understanding the Work Schedule Naming Convention

Work schedule calendars follow a naming convention to signify key details like FTE, number of days worked in a week, daily duration hours, and days worked in a week. A simplified explanation is below. See the Assign Work Schedule User Guide - Appendix for the more detailed Work Schedule Decoder.

There are four types of Work Schedules:

1. **Consistent** work schedules indicate the number of hours worked each day are identical.

   Example**: 80-4C8-TueWedThuFri**
   This is a work schedule for an 80 % FTE who works 4 days/week, consistently at 8 hours/day, from Tuesday-Friday.

2. **Variable** work schedules indicate the number of hours worked each day varies.

   Example: **100-5V-Mon9, Tue8, Wed8, Thu8, Fr**i**7**
   This is a work schedule for a 100 % FTE who works 5 days/week. On Monday, the employee works 9 hours, on Tuesday 8 hours, etc.

3. For **Midnight Divide** work schedules, refer to the in/out times as well as the number of shifts x hrs/shift. See the ASSIGN WORK SCHEDULE - MIDNIGHT DIVIDE - APPENDIX for specific details.

   Example: **100-5V Fri-Mon [930PM-730AM] Midnight 4×10**
   This is a work schedule for a 100% FTE who works a 10 hour shift beginning at 9:30pm, 4 days/week from Friday-Monday.

4. The **No Event** work schedule, **No Event - 7 Day (Default)**, is assigned to all hourly employees as their daily duration hours are not scheduled and may vary from week to week.

If a work schedule calendar has **(Default)** at the end of its name, this indicates that it is the work schedule that has been automatically assigned to an employee during the hire process, based on the weekly scheduled hours associated to the employee's primary position.

VALIDATING A WORK SCHEDULE

The report **Work Schedule Assignment by Organization R0576** can be run to validate that an employee's FTE is in agreement with their assigned work schedule. The report also displays the name of the Work Schedule assigned to the employee. If a Work Schedule/FTE mismatch is identified for an employee, the Time and Absence Initiate can update the employee's Work Schedule. See the Update a Work Schedule Assignment section below.

Scenario: In this example, we see that the employee's Default Work Schedule aligns with the employee's 100% FTE.

Worker	Supervisory Organization	Employee ID	FTE For Primary Position	Total FTE	Number of Active Positions	Work Schedule Calendars
Classified, Carly	Metropolis Staff (Lane, Lois)	670002014	1	1	1	100-5C8-MonTueWedThuFri (Default)
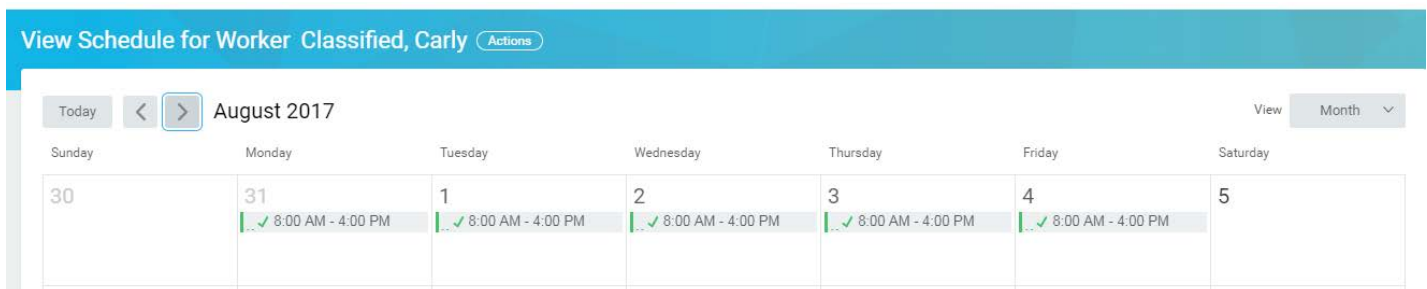
VIEWING A WORK SCHEDULE

An employee's assigned work schedule can be viewed from their worker profile. When viewing a worker's schedule via the steps below, note that Workday will default the in/out times for all work schedules. The in/out times on a work schedule should match the actual in/out hours worked on a timesheet for Midnight Divide employees only as this impacts the daily time calculations. For all other employees, the in/out times on the Work Schedule are placeholders and **do not need to match an employee's actual in and out times.**

Steps:

1. From the Worker's profile, select **Actions** > **Time and Leave** > **View Schedule For Worker**.
2. Select a date.

Scenario: In this example, we can infer that the employee's expected work schedule is 8 hours/day, Monday-Friday. Remember, the 8:00AM – 4:00PM times only indicate the duration hours the employee is expected to work and do not reflect the actual in/out times she has worked or will work.

View Schedule for Worker Classified, Carly

August 2017 — View: Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31 ✓ 8:00 AM - 4:00 PM	1 ✓ 8:00 AM - 4:00 PM	2 ✓ 8:00 AM - 4:00 PM	3 ✓ 8:00 AM - 4:00 PM	4 ✓ 8:00 AM - 4:00 PM	5

UPDATE A WORK SCHEDULE ASSIGNMENT

If no other worker details are changing (i.e. No change in FTE, Work Shift, etc.), Time & Absence Initiates can initiate the **Assign Work Schedule** process to update an employee's work schedule assignment. Labor contracts may drive advanced notice requirements to communicate permanent or temporary work schedule changes to the employee. Review the UWHR Labor Relations page for additional details.

Scenario: Worker's regular schedule is 8 hours/day, Monday-Friday. Worker will change their schedule for the summer to 10 hours/day, Monday-Thursday.

Current Workday work schedule: 100-5C8-MonTueWedThuFri
Desired temporary work schedule: 100-4C10-MonTueWedThu

Steps:

1. From the Worker Profile, select **Actions** > **Time and Leave** > **Assign Work Schedule**.
2. Select the **Worker** for whom you wish to assign a work schedule calendar.
3. Select a **Start Date** and an **End Date**. Start Date should be a Monday. The End Date should be a Sunday. Note: The worker's currently-assigned schedule will be displayed once the Start Date is selected.
4. Select a **Work Schedule Calendar**.
5. Click **Submit**. The business process will route to the Time & Absence Approver.

Worker	*	× ▒▒▒▒▒▒ ☰
Start Date	*	01 / 01 / 2019 📅
End Date		MM / DD / YYYY 📅
Work Schedule Calendar	*	☰
Current Work Schedule		100-5C8-MonTueWedThuFri

Once the end date has passed, the worker's default work schedule will again be active. For more details on the process, review the Assign Work Schedule User Guide. See the Flexing a Work Schedule Job Aid for an alternate process available for temporary work schedule changes spanning 2 weeks or less.

TO DO ITEM - ASSIGNING A WORK SCHEDULE

Time & Absence Initiates will receive a **To Do** item during the **Hire, Add Additional Job** and **Change Job** business processes to Assign a Work Schedule (For Staff, excluding Medical Centers, Student Hourly or Grad Student Appointments, and UTemp employees). The Time and Absence Initiate should review the work schedule assignment and ensure that it reflects the correct daily scheduled hours for the employee. See the **Viewing A Work Schedule** section above.

Steps:

1. If an update to the work schedule is needed, click the **Assign Work Schedule** button. Remember, work schedule assignments are most important for **Daily OT Eligible** employees.

   ## Scenario: If a 100% FTE works 10 hours/day Friday - Monday, then their Work Schedule should be assigned as: 100-4C10-MonFriSatSun

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 hours				8 hours	8 hours	8 hours

2. Click the **Submit** button to complete the To Do item and move it to your Workday Archive. You should also complete this step even if an update to the work Schedule assignment is not made.

RETRO IMPACTS

Certain retroactive updates may have an impact on an employee's work schedule and the calculations associated to their reported time. Examples of retroactive updates include a work schedule assignment, FTE Change (Change Job), and additional job.

Use the **Run Calculations** functionality to determine if the change in work schedule impacts the employee's past time calculations. If calculations are adjusted by Workday, the time blocks will automatically update back to the *Not Submitted* state and will need to be re-submitted and re-approved to be reflected in the next payslip. See the Enter Time User Guide for more details on the time entry process.