

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	<input type="checkbox"/>	REG	Reg Hours	10.00
2	Thursday	05/05/2011	<input type="checkbox"/>	REG	Reg Hours	10.00
3	Monday	05/09/2011	<input type="checkbox"/>	REG	Reg Hours	10.00
4	Tuesday	05/10/2011	<input type="checkbox"/>	REG	Reg Hours	10.00
5	Wednesday	05/11/2011	<input type="checkbox"/>	REG	Reg Hours	10.00
6	Thursday	05/12/2011	<input type="checkbox"/>	REG	Reg Hours	10.00
7	Monday	05/16/2011	<input type="checkbox"/>	REG	Reg Hours	10.00
8	Tuesday	05/17/2011	<input type="checkbox"/>	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 9						
Enter Time Override/Comments Delete Entry						
	Weekday	*Date	D-Day	*TRC	TRC Description	Hours
1	Wednesday	04/06/2011	<input type="checkbox"/>	REG	Reg Hours	10.00
2	Thursday	04/07/2011	<input type="checkbox"/>	REG	Reg Hours	10.00
3	Friday	04/08/2011	<input type="checkbox"/>	REG	Reg Hours	10.00
4	Tuesday	04/12/2011	<input type="checkbox"/>	HOL	Holiday	8.00
5	Tuesday	04/12/2011	<input type="checkbox"/>	ANNLV	Annual Leave	2.00
6	Wednesday	04/13/2011	<input type="checkbox"/>	REG	Reg Hours	10.00
7	Thursday	04/14/2011	<input type="checkbox"/>	PERLV	Personal Leave	10.00
8	Friday	04/15/2011	<input type="checkbox"/>	REG	Reg Hours	10.00
9	Tuesday	04/19/2011	<input type="checkbox"/>	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	<input type="checkbox"/>	REG	Reg Hours	9.00
2	Thursday	05/05/2011	<input type="checkbox"/>	REG	Reg Hours	9.00
3	Friday	05/06/2011	<input type="checkbox"/>	REG	Reg Hours	9.00
4	Monday	05/09/2011	<input type="checkbox"/>	REG	Reg Hours	9.00
5	Tuesday	05/10/2011	<input type="checkbox"/>	REG	Reg Hours	8.00
6	Wednesday	05/11/2011	<input type="checkbox"/>	REG	Reg Hours	9.00
7	Thursday	05/12/2011	<input type="checkbox"/>	REG	Reg Hours	9.00
8	Monday	05/16/2011	<input type="checkbox"/>	REG	Reg Hours	9.00
9	Tuesday	05/17/2011	<input type="checkbox"/>	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	<input type="checkbox"/>	REG	Reg Hours	10.00
2	Thursday	05/05/2011	<input type="checkbox"/>	ADMLV	Administrative Leave	10.00
3	Monday	05/09/2011	<input type="checkbox"/>	REG	Reg Hours	10.00
4	Tuesday	05/10/2011	<input type="checkbox"/>	REG	Reg Hours	10.00
5	Wednesday	05/11/2011	<input type="checkbox"/>	ANNLV	Annual Leave	8.00
6	Wednesday	05/11/2011	<input type="checkbox"/>	PERLV	Personal Leave	2.00
7	Thursday	05/12/2011	<input type="checkbox"/>	REG	Reg Hours	10.00
8	Monday	05/16/2011	<input type="checkbox"/>	REG	Reg Hours	10.00
9	Tuesday	05/17/2011	<input type="checkbox"/>	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.

Coppin State University Alternative Work Schedule Time Entry Aid

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.

Time Entry Customize Find First 1-8 of 8 Last												
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

Total 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.

Time Entry Customize Find First 1-9 of 9 Last												
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

Total 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.

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 /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.

Time Entry												
Customize Find First 1-9 of 9 Last												
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

Total 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.

Time Entry												
Customize Find First 1-9 of 9 Last												
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								

Total Entries: 9 Total Hours: 80.00000 **Apply Schedule**

Coppin State University Alternative Work Schedule Time Entry Aid

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

Time Entry												
Customize Find First 1-9 of 9 Last												
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

Total 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.