

This guide is designed to assist employees and timekeepers with information about flexible work schedules. Employees should consult with their supervisors and must receive approval for any work schedule changes. Please remember to return affected employee(s) to their original work schedule once the period for the needed flex schedule is over, effective at the start of a pay period.

What is a Flexible Work Schedule in SAP? A work schedule used by 7.50- and 8.0-hour employees that gives employees the ability to adjust their daily work times and hours.

What are the Flexible Work Schedule Rules? BFLX8015, BFLX8017, BFLX7015, BFLX7017

Who is eligible to use a Flexible Work Schedule? Full-time 75 or 80-hour employees

Flexible Work Shift Scheduled Hours

The work shift consists of 7.5 or 8.0 work hours on a scheduled workday (M-F) which begins at 9:00 a.m. and ends at 16:30 or 17:00. Start and end times represent a full day attendance or absence. Start and end times may be changed to represent the employee’s work schedule.

Tips and Tricks for using a Flex schedule

- Employee must be placed on time management status 7 via IT0007
- Employee must be removed from full time evaluation (does not apply to PennDOT & LCB)
- RT or absences must be entered for each scheduled workday of the pay period to avoid an auto-adjust error
- It is critical to split out the unpaid meal period since it is not built into the flex work schedule. For an employee who works 8:00 am – 4:30 pm and takes an hour meal period from 12:00 noon – 1:00 pm, the hours would be entered as shown below:

Data Entry Area												
LT	Ac...	A/...	O.	Val. basis	P	P..	ID	Position	Total	08/17	From	To
									75.00	7.50	09:00	16:30
									7.50	7.50		
									4.00	4.00	08:00	12:00
									3.50	3.50	13:00	16:30

- Substitutions must be entered for scheduled shifts that are longer or shorter than the 7.5/8.0-hour workday.
 - Unpaid meal periods can be added if needed.
 - For hours greater than 7.5 or 8.0 that are worked for the purpose of overtime, substitutions are NOT needed.

	Start Date	End Date	S..	From	To	P	Hours	Brk	Start	End	Paid	Unp...
	08/14/2020	08/14/2020	03	16:30	18:30		2.00				0.00	0.00
	08/13/2020	08/13/2020	03	09:00	14:30		5.50				0.00	0.00
	08/12/2020	08/12/2020	03	07:30	18:00		10.00		12:00	12:30	0.00	0.50
	08/11/2020	08/11/2020	03	08:00	18:30		10.00		12:00	12:30	0.00	0.50
	08/10/2020	08/10/2020	03	07:00	17:00		10.00				0.00	0.00

- When the 8/10/2020 substitution is removed or missed from being entered and 10 hours of RT remain in CATS, the following error generates:

Time	PersNo.	Last/First Name	Org. Unit	Subarea	MessTy	Message long text	Logical date
219			210048	FF41	HJ	Emp may need OT hours for the day	08/10/2020

- Employees and timekeepers must ensure that the correct number of hours are entered for the pay period. This includes RT + OT + Absences. If too many or too few hours are entered, an auto adjust error is likely to generate. Example: IT2001 for 8/7/20

	End Date	Ab...	Att./abs. type text	From	To	P	Abs.days	Hours
	08/07/2020	A	Pd-Annual				1.00	7.50

CATS:

08/01/2020	08/14/2020
------------	------------

LT	Ac...	A/...	O.	Val. basis	P	P.. ID	Position	Total	08/07	From	To
								53.00	0.00	09:00	16:30
								57.00	0.50		
		RT		0.00		0	0	56.00	0.50	08:30	09:00

Time Eval errors:

Time	PersNo.	Last/First Name	Org. Unit	Subarea	MessTy	Message long text	Logical date	Mess.Supp.
219			210048	FF41	A3	Paid Hrs Auto-Adjusted for TMS 7or9	08/14/2020	0.5000-