

This guide provides information regarding alternate work schedules (AWS). Most AWS agreements follow the “boilerplate” language for which this guide is based upon. However, AWS agreements vary, and each agreement should be reviewed for the specifics on how absences, attendances, and holidays should be managed. Some variations are included within this guide.

## What is an AWS?

The term AWS is used broadly and may be referred to as a Rotating, Variable, Quasi, Compressed, or Flex work schedule; however, there are two types of work schedules where a portion of the hours worked within the scheduled workday are bucketed and paid out when the designated AWS off day (AWSO) occurs within the cycle, i.e., 2-week and 4-week cycles.

### Two (2) Week Cycle:

- Employee works 9 out of 10 days during one pay period.
- The time worked each day beyond the employee’s Daily Working Hours (7.5/8 hours) is bucketed and paid out when the AWSO occurs.

### Four (4) Week Cycle:

- Employee works 19 out of 20 days within two pay periods.
- The required work hours needed to ensure the employee is paid their Daily Working Hours (7.5/8 hours) when the AWSO occurs is spread out over the 4-week cycle.
- Availability of 4-week schedules vary based on pay area.

### For either cycle:

- All hours worked beyond the employee’s daily work hours (7.50/8) for the AWSO are considered regular time and are not considered overtime.
- Hours worked outside of the scheduled workday (beyond the regular time and the hours required for the AWSO), should be allocated with the appropriate overtime codes.
- Work performed on the AWS day off is not considered as work performed on a scheduled day off for purposes of determining entitlement to double time.
- For management employees, overtime should be paid in accordance with the [FLSA Guidelines](#) and Personnel Rules ([Management Directive 505.7](#), Section 27.75, Overtime Rate of Pay).

## What Should be Monitored for an Employee on an AWS?

Before an employee is placed on an AWS, the timekeeper and/or time advisor should ensure that all rules per the AWS agreement are followed. Generally, only a permanent employee may participate in an AWS, as approved by each organization, and may not receive more benefits than another employee. The work schedule should be reviewed for accuracy and availability.

If an employee is currently on an AWS, the employee should revert to a basic work schedule prior to being placed on a new AWS if they are not at the end of a cycle. Mid-cycle changes are never recommended as the AWS bucket will not empty; negative buckets will not be recouped, and positive buckets will not payout to the employee. An employee should only be placed on a new AWS at the end of the previous AWS cycle, assuming the AWS bucket at the end of the cycle is reflecting a 0.00 bucket and the new cycle will begin on the first day of a pay period.

AWS buckets should be reviewed on a regular basis (i.e., quarterly or at the end of each cycle) to ensure accuracy. Reviewing these types of errors can be very tedious and time consuming since some errors may have occurred as far back as SAP go-live in 2004. For the importance of reviewing and researching AWS buckets for accuracy, see also [What are the Potential Impacts](#) and [What Should be Reviewed to Find/Resolve an AWS Error](#) within this guide. At a minimum, AWS buckets should be reviewed for an employee **prior to:**

- moving to a new work schedule (basic or AWS)
- when creating multiple substitutions
- separating from service
- transferring to a new agency
- transferring to a new position

Leave usage should also be reviewed on a regular basis (i.e., quarterly or at the end of each cycle) to ensure accuracy. Leave which has a maximum day entitlement (e.g., SB), should be reviewed to ensure that the total hours used does not exceed the total day entitlement. For a maximum usage of 3 days, the total hours used should not exceed 22.5 hours for an employee assigned to EE Subgroup F7 (7.5-hour per day) and 24 hours for an employee assigned to the EE Subgroup F8 (8-hour per day).

For the use of an absence type that is normally taken in full day increments (e.g., H, CIVL, ADMN), another accrued leave type must be taken for any time off over and above the Daily Working Hours (7.5/8 hours). Annual/combined, personal (if applicable), or compensatory quota or an unpaid absence may be taken for any time off over and above the Daily Working Hours.

## **What are the Potential Impacts?**

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AWS errors can occur due to incorrect substitutions or time reporting errors and are often not identified until the employee moves to a basic work schedule or separates from employment.

If the AWS bucket is not emptied at the end of a cycle, the employee will not be paid when the AWSO occurs. An *H3 – Emp not paid for AWS Off day* will generate on the Time Evaluation Messages Display (Y\_DC1\_32000670) Report. These are true errors, not warning messages, and could have an impact on an employee's pay when removed from the AWS.

- The AWS bucket cannot go negative by more than 7.50 hours. If this occurs, the employee will not receive payment for the AWSO.
- The AWS bucket will empty if, during mid-cycle of an AWS rotation, an employee moves to a basic work schedule; is placed on a default work schedule due to long-term LWOP; or separates employment. Any unused or overused hours will automatically pay or be recouped; however, a review of the employee's AWS bucket is still required to check accuracy. Note: An employee is NOT required to be taken off the AWS schedule prior to separation. A negative bucket will automatically be recouped, and a positive bucket will automatically payout to the employee
- AWS bucket errors that occurred prior to the earliest retro accounting date on IT0003 cannot be fixed at the agency level and require the submission of an [HR/Pay Help Desk Request](#) in the time category.

If a holiday absence is missed being entered, an *H1 - Missing some/all Hol Hrs on Holiday* message will generate on the Y\_DC1\_32000670 Report. These messages are true errors, not warning messages, and could have an impact on the yearly holiday quota.

If a leave without pay absence is taken during the AWS cycle, an *H8 - Emp on AWS has LWOP hrs in pp* will generate on the Y\_DC1\_32000670 Report. These are warning messages and timekeeper needs to address whether employee should be removed from the AWS schedule. Note: Only hours earned will be paid when the AWSO occurs.

If additional time is entered during the planned working times, an *IG - Ck hrs Entered during AWS Plan Hrs* will generate on the Y\_DC1\_32000670 Report. These are warning messages and may cause the AWS bucket to be incorrect.

## **What Should be Reviewed to Find/Resolve an AWS Error?**

When errors occur on the Y\_DC1\_32000670 Report, the following items should be reviewed to find/resolve errors:

- ✓ **AWS Cycle Total Hours** – Identify the AWS cycle(s) where error(s) occurred by running the AWS bucket for smaller periods of time based on AWS cycle dates. [Appendix A – How to Run and View AWS Buckets](#) provides instructions on how to run and view the AWS buckets at end of each cycle to ensure the bucket is emptied.
  - For 19/20 AWS cycles, the employee should have 150/160 hours scheduled in a 4-week cycle
  - For 9/10 AWS cycles, the employee should be scheduled for 75/80 hours in a 2-week cycle
- ✓ **Work Schedule Change Effective Dates** – Did the employee move to a new AWS or basic work schedule; was the employee placed on a default work schedule due to long-term LWOP via IT2003; or did the employee separate mid-cycle? [Appendix B - How to Determine when the AWSO will Occur During the AWS Cycle](#) provides instructions on how to identify when the AWSO will occur during the AWS cycle.
  - If researching a BCPO Exception Report for *Work Hrs Adj-Negative Bal* or *Work Hrs Adj-Positive Bal*, the PT\_BAL00 may reflect zero (0.00) because the Work Hours Adjustment record is offsetting the true error. Run the AWS cycle through the previous cycle to see if the error occurred prior to the current cycle.
  - If researching bucket errors where daily hours worked are not in increments of 15 minutes, e.g., WSR BAB60085, a bi-weekly adjustment of +0.03 hours to IT2012, TmType 5160, is required so the bucket is at zero at the end of the cycle.
- ✓ **Substitutions** – Were substitutions entered incorrectly via IT2003? Pay close attention to AWS cycles in which a holiday occurred or if the AWSO was moved during the AWS cycle. [Appendix C – AWS Make Up Days](#) provides examples on how to research, enter necessary substitutions, and enter holiday absences.
  - For holidays, if the holiday falls on an AWS day off, the AWS day off may be rescheduled for another day, with supervisory approval, or the holiday quota can be used at a later date. The time required by the AWS may also be worked on another day, provided that the total amount of hours worked for the week does not exceed 40. The employee may also revert to a standard work schedule for the entire AWS cycle, with approval from the approving authority.
  - For use of long-term unpaid absences (greater than a full-pay period), an employee must revert to the default work schedule for the entire AWS period. If the employee returns from a long-term unpaid absence in the middle of the AWS cycle, the employee must be placed on a standard, basic work schedule for the remainder of the cycle. If an AWS day off was used before the hours required to earn the day off were accumulated, and the employee reverted to a default work schedule, the negative hours will be recouped automatically.
- ✓ **Absences** – Was the absence resaved after the work schedule and/or substitution was created? Did the employee use more leave than what is allotted for that leave type? [Appendix D – How to Run and View the AWS Absence Report](#) provides instructions on how to run and view certain leave types where the usage was more than permitted for that leave type. This report should be run on a monthly and/or quarterly basis.

- ✓ **Overtime** – Was all time worked beyond the schedule day allocated to the correct attendance type? [Appendix E – How to Allocate Overtime Hours Worked](#) provides an example of overtime before and after being allocated to the correct attendance types.
- ✓ **AWS Bucket Hours at SAP Go-Live** – Check IT2012, TmType 5160 to confirm if the correct number of hours were loaded at SAP go-live.
  - **Go-Live dates:** Z3/T3 – 1/10/2004  
Z2/T2 – 1/17/2004  
Z1 – 1/18/2004

## **How Far Back Can Adjustments Be Made?**

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Adjustments can be made retroactive to the point where reliable records are available; however, changes must be made in accordance with the Statute of Limitations Annual Reset of the Earliest Personal Retroactive Accounting Date and Earliest Personal Recalculation Date on IT0003. If a change is needed for an effective date prior to the current earliest personal retroactive accounting date, submit an [HR/Pay Help Desk Request](#), in the time category, with complete details.

**REMINDER:** Although the system will permit changes to be made to a record using an effective date prior to the earliest personal retroactive accounting date, the changes will not process during time evaluation and will not update the employee's quota(s). Reference [Time Alerts](#) and [PA Alerts](#) regarding adjustments to records greater than three years, three months, and 15 days after the last day of the applicable tax year).

## **Where Can I Get Help?**

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Policy related questions should be directed to [ra-oaleave@pa.gov](mailto:ra-oaleave@pa.gov).

System related questions should be directed to OA, Time Services via an [HR/Pay Help Desk Request](#) in the time category or call the HR Service Center, Time Services team at 877.242.6007, Option 2.

Timekeepers and field time advisors should direct any questions related to this guide to their central agency time advisor.

# Appendices

## Appendix A – How to Run and View AWS Buckets

**Step 1:** Review IT0007 to determine when an employee began the AWS schedule (prefixed with BA).

**SAP** Overview Planned Working Time (0007)

Personnel No: [redacted] EE group: P Permanent EE subgrp: F7 Full-time 75 Start: 01/01/1800

	Start Date	End Date	WS rule	T.Empl.	MoHrs	Wk.hrs	Hrs/Da	Wk...	P	LI	AI
<input type="checkbox"/>	11/06/2021	12/31/9999	BA040155	9	100.00	163.00	37.50	7.50	5.00		01
<input type="checkbox"/>	02/01/2020	11/05/2021	BA718085	9	100.00	163.00	37.50	7.50	5.00		01
<input type="checkbox"/>	01/05/2019	01/31/2020	BA040155	9	100.00	163.00	37.50	7.50	5.00		01
<input type="checkbox"/>	12/22/2018	01/04/2019	BB192015	9	100.00	163.00	37.50	7.50	5.00		01

Each time an employee is placed on a basic scheduled (prefixed with BB), the AWS bucket is automatically emptied. Therefore, only research from the most recent date they began AWS.

**SAP** Display Planned Working Time (0007)

Personnel No: [redacted] EE group: P Permanent EE subgrp: F7 Full-time 75 Start: 01/05/2019 To: 01/31/2020 Chg.: 08/31/2022

Work schedule rule

Work schedule rule	BA040155	<b>AWS 75 4 WK</b>	WSR Finder
Time Mgmt status	9 - Time evaluation of planned times		
Working week	Working week Saturday		
Additional time ID	01		

Review each record individually to determine what type of AWS schedule (2-week, 4-week, etc.) the employee was on for each period.

# Appendices

**Step 2:** Next, run the PT\_BAL00 using Day Balance 5160 from the first date the employee began the AWS through the date of the most recent completed AWS cycle to determine the available bucket at the end of the cycle.

The screenshot shows the SAP PT\_BAL00 configuration screen. At the top, the title is 'Cumulated Time Evaluation Results: Time Balances/Wage Ty'. Below the title bar is a toolbar with a green checkmark, a dropdown menu, a save icon, a refresh icon (circled in blue with a red '4'), a print icon, an information icon, a list icon, and a 'Cancel' button. Below the toolbar are four buttons: 'Further selections', 'Search helps', 'Sort order', and 'Org. structure'. The 'Period' section has radio buttons for 'Today', 'Current month', 'Current year', 'Up to today', and 'From today'. The 'Other period' option is selected (circled in blue with a red '1'), and the date range is set from '01/05/2019' to '01/31/2020'. The 'Selection' section has a 'Personnel Number' field (circled in blue with a red '2') and a 'Time recording administrator' field. The 'Selection Conditions' section has 'Day balances' selected (circled in blue with a red '3') and the value '5160' entered in the adjacent field.

## To review the AWS Bucket via PT\_BAL00:

1. Enter the Period to be reviewed
2. Enter the EE's Personnel #
3. Enter Day Balance 5160
4. Select the *Execute* (F8) icon to run the report

Note: AWS cycles are determined by the effective date used to place the employee on the AWS and the type of AWS schedule (2-week, 4-week, etc.) the employee was placed on.

# Appendices

< **SAP** Cumulated Time Evaluation Results: Time Balances/Wage Ty

✓ [ ] [ ] [ ] [ ] [ ] [ ] Choose More v

## Day balances

Data select. period 01/05/2019 - 01/31/2020

Number of Selected Employees: 1

Pers.No.	Employee/app.name	Period	Current Date	TmType	Time type descript.	± Number
0000001	Troy L. Williams	201912	12/20/2019	5160	Hrs for AWS Off Day	0.50
0000001	Troy L. Williams	201912	12/27/2019	5160	Hrs for AWS Off Day	7.50-
0000001	Troy L. Williams	201912	12/30/2019	5160	Hrs for AWS Off Day	0.50
0000001	Troy L. Williams	201912	12/31/2019	5160	Hrs for AWS Off Day	0.50
0000001	Troy L. Williams	202001	01/01/2020	5160	Hrs for AWS Off Day	0.50
0000001	Troy L. Williams	202001	01/02/2020	5160	Hrs for AWS Off Day	0.50
0000001	Troy L. Williams	202001	01/03/2020	5160	Hrs for AWS Off Day	0.50
0000001	Troy L. Williams	202001	01/06/2020	5160	Hrs for AWS Off Day	0.50
0000001	Troy L. Williams	202001	01/07/2020	5160	Hrs for AWS Off Day	0.50
0000001	Troy L. Williams	202001	01/08/2020	5160	Hrs for AWS Off Day	0.50
0000001	Troy L. Williams	202001	01/09/2020	5160	Hrs for AWS Off Day	0.50
0000001	Troy L. Williams	202001	01/10/2020	5160	Hrs for AWS Off Day	0.50
0000001	Troy L. Williams	202001	01/13/2020	5160	Hrs for AWS Off Day	0.50
0000001	Troy L. Williams	202001	01/14/2020	5160	Hrs for AWS Off Day	0.50
0000001	Troy L. Williams	202001	01/15/2020	5160	Hrs for AWS Off Day	0.50
0000001	Troy L. Williams	202001	01/16/2020	5160	Hrs for AWS Off Day	0.50
0000001	Troy L. Williams	202001	01/17/2020	5160	Hrs for AWS Off Day	0.50
0000001	Troy L. Williams	202001	01/24/2020	5160	Hrs for AWS Off Day	7.50-
0000001	Troy L. Williams	202001	01/27/2020	5160	Hrs for AWS Off Day	0.50
0000001	Troy L. Williams	202001	01/28/2020	5160	Hrs for AWS Off Day	0.50
0000001	Troy L. Williams	202001	01/29/2020	5160	Hrs for AWS Off Day	0.50
0000001	Troy L. Williams	202001	01/30/2020	5160	Hrs for AWS Off Day	0.50
0000001	Troy L. Williams	202001	01/31/2020	5160	Hrs for AWS Off Day	0.50
						<b>0.00</b>

A positive value will be displayed for the extra hours the employee worked on a particular day. These hours will cumulate towards the AWS Off day.

A value of -7.50 is displayed for each AWS Off day the employee was paid.

Scroll to the bottom of the report to see the cumulative results. If there are no errors with the employee's AWS bucket, the value of TmType 5160 will reflect zero (0.00) hours at the end of the AWS cycle.

A value other than zero, may indicate that there is an error with the AWS bucket and further research is required to identify the discrepancy and correct, as necessary.

**Reminder:** The AWSO could be used before the hours are earned. If the employee were to separate or be put on a basic schedule before the end of the cycle, the hours used would be recouped.

**Step 3:** The third step in determining the reason why the AWS bucket is not empty is to review other Transactions and Reports within SAP based on the results from the PT\_BAL00 Report. Some of the transactions and reports to view to determine the error can be found in the [What Should be Reviewed to Find/Resolve an AWS Error](#) of this guide.

# Appendices

## Appendix B – How to Determine when the AWSO will Occur During the AWS Cycle

**Step 1:** Review IT0007 to determine when an employee began the AWS schedule (prefixed with BA).

Overview Planned Working Time (0007)

Personnel No: [redacted] Group: [redacted] Active: [x] Payr.area: Z3

EE group: P Permanent 16 Education ED Div Fed Prgms

EE subgrp: F7 Full-time 75 AA44 AFSCME A4 OT Admv Asst 1

Choose: 01/01/1800 12/31/9999

Start Date	End Date	WS rule	T.Empl.	MoHrs	Wk.hrs	Hrs/Da	Wk...	P	LI	AI
<input type="checkbox"/>	01/10/2004	12/31/9999	BA040155	9	100.00	163.00	37.50	7.50	5.00	01
<input type="checkbox"/>	01/09/2004	01/09/2004	BB192015	9	100.00	163.00	37.50	7.50	5.00	01

Select the current AWS WSR, then click on the *Choose* icon to review the work schedule in more detail

Note: AWS cycles are determined by the effective date used to place the employee on the AWS and the type of AWS schedule (2-week, 4-week, etc.) the employee was placed on.

Work schedule

Personnel No: [redacted] Group: [redacted] Active: [x] Payr.area: Z3

EE group: P Permanent 16 Education ED Fed Prgms

EE subgrp: F7 Full-time 75 AA11 AFSCME A1 OT Clk Typst 3

Start: 01/10/2004 To: 12/31/9999 Chg.: 05/17/2006 [redacted]

Work schedule rule

Work schedule rule: BA040155 AWS 75 4 WK WSR Finder

Time Mgmt status: 9 - Time evaluation of planned times

Working week: Working week Saturday

Additional time ID: 01

Working time

Employment percent	100.00
Daily working hours	7.50
Weekly working hours	37.50
Monthly working hrs	163.00
Annual working hours	1956.00
Weekly workdays	5.00

The Work Schedule can be used to confirm when the AWSO will occur during the AWS cycle.

Select the *Work schedule* icon to open a calendar view of the work schedule. Note, the default view opens to the current month.

# Appendices

Display Work Schedule

Choose Previous month Next month Cancel

ES grouping  DWS grouping  Monthly hours   
 Holiday Calendar ID  Period work schedule   
 PS grouping  Work schedule rule

Valid   Chngd 09/18/2003

Work Schedule

D	SU	HC	D	MO	HC	D	TU	HC	D	WE	HC	D	TH	HC	D	FR	HC	D	SA	HC
													01		1	02				03
													8015			8015				OFF
04			05			06			07			08			09					10
	OFF			8015			8015			8015			8015			8015				OFF
11			12			13			14			15			16					17
	OFF			7123			7123			7123			7123			AWSO				OFF
18			19			1			20			21			22					23
	OFF			8015			8015			8015			8015			8015				OFF
25			26			27			28			29			30					31
	OFF			8015			8015			8015			8015			8015				OFF

Restart:   in year

To toggle between previous or upcoming months, select the *Previous month* or the *Next month* icon **OR** You can also view a specific Month, Day, and Year by entering the month, day, and year in the Restart area and selecting the Choose icon or enter key on your keyboard.

The 4-week AWS work schedule began on 1/10/2004.

The AWSO occurs within the first week of the 4-week cycle.

Note: This pattern will continue unless a substitution (IT2003) is created to change this day during that specific cycle.

# Appendices

## Appendix C – AWS Make Up Days

### Example 1: Employee Requests to Make-Up the Extra Hours Needed for the Holiday

An F7 employee is scheduled to work 8.0 hours on Presidents' Day (2/21/2022). The employee's supervisor has approved for the employee to make-up the extra hours needed within the AWS cycle so another type of leave (i.e., annual, compensatory) is not required to be used to account for the additional hours needed for the AWSO. **Reminder**, only 7.50 hours of holiday leave can be posted on the actual holiday for an F7 employee. The employee must either make up the half hour on another day or use a half hour of leave to account for the 8-hour scheduled workday.

**Research:** A review of IT0007 reveals the employee is on an AWS work schedule.

Overview Planned Working Time (0007)

Personnel No: [redacted] Group: [redacted] Active: [redacted] Payr.area: Z3

EE group: P Permanent 16 Education ED Div Fed Prgms

EE subgrp: F7 Full-time 75 AA44 AFSCME A4 OT Admv Asst 1

Choose: 01/01/1800 12/31/9999

Start Date	End Date	WS rule	T.Empl.	MoHrs	Wk.hrs	Hrs/Da	Wk...	P	LI	AI
<input type="checkbox"/> 01/10/2004	12/31/9999	BA040155	9	100.00	163.00	37.50	7.50	5.00		01
<input type="checkbox"/> 01/09/2004	01/09/2004	BB192015	9	100.00	163.00	37.50	7.50	5.00		01

Select the current AWS WSR, then click on the *Choose* icon to review the work schedule in more detail

Work schedule

Personnel No: [redacted] Group: [redacted] Active: [redacted] Payr.area: Z3

EE group: P Permanent 16 Education ED Fed Prgms

EE subgrp: F7 Full-time 75 AA11 AFSCME A1 OT Clk Typst 3

Start: 01/10/2004 To: 12/31/9999 Chg.: 05/17/2006 [redacted]

Work schedule rule

Work schedule rule: BA040155 AWS 75 4 WK WSR Finder

Time Mgmt status: 9 - Time evaluation of planned times

Working week: Working week Saturday

Additional time ID: 01

Working time

Employment percent	100.00
Daily working hours	7.50
Weekly working hours	37.50
Monthly working hrs	163.00
Annual working hours	1956.00
Weekly workdays	5.00

The Work Schedule can be used to confirm when the AWSO will occur during the AWS cycle.

Select the *Work schedule* icon to open a calendar view of the work schedule. Note, the default view opens to the current month.

# Appendices

Display Work Schedule

Choose **Previous month** Next month Cancel

ES grouping 1 DWS grouping 99 Monthly hours 150.00  
 Holiday Calendar ID ZC Period work schedule A040  
 PS grouping 99 Work schedule rule BA040155

Valid February 2022 Chngd 12/03/2019

Work Schedule

D	SU	HC	D	MO	HC	D	TU	HC	D	WE	HC	D	TH	HC	D	FR	HC	D	SA	HC
				01			02			03			04			05				
				8015			8015			8015			8015			8015				OFF
06			07			08			09			10			11			12		OFF
	OFF			8015			8015			8015			8015			8015				OFF
13			14			15			16			17			18			19		OFF
	OFF			7123			7123			7123			7123			AWS0				OFF
20			21		1	22			23			24			25			26		OFF
	OFF			8015			8015			8015			8015			8015				OFF
27			28																	OFF
	OFF			8015																OFF

Restart: Month 02 Day 21 in year 2022

To toggle between previous or upcoming months, select the *Previous month* or the *Next month* icon

You can also view a specific Month, Day, and Year by entering the month, day, and year in the Restart area and selecting the Choose icon or enter key on your keyboard.

To confirm the hours the employee is scheduled to work on 2/21/2022, double click on the Daily Work Schedule (DWS).

Previous day Next day Cancel

ES grouping 1 DWS grouping 99  
 Holiday Calendar ID ZC Daily work schedule 8015 **07301600 5U1200**  
 PS grouping 99 Work schedule rule BA040155

02/21/2022 Monday Chngd 12/03/2019

Daily work schedule

Daily WS class	1	Day type	Work/paid
Planned working hrs	<b>8.00</b>	Holiday class	1 President's Day
Planned work time	07:30 - 16:00		

The employee is scheduled to work from 0730-1600 (8.00 hrs) with a half hour unpaid meal period beginning at 1200 on 2/21/2022.

# Appendices

Previous day Next day Cancel

ES grouping	1	DWS grouping	99
Holiday Calendar ID	ZC	Daily work schedule	7123 <b>07301600 1U1200</b>
PS grouping	99	Work schedule rule	BA040155

02/17/2022 Thursday Chngd 12/03/2019

Daily work schedule

Daily WS class	1	Day type	Work/paid
Planned working hrs	<b>7.50</b>	Holiday class	
Planned work time	07:30 - 16:00		

On 2/17/2022, the employee is scheduled to work from 0730-1600 (7.50 hrs) with a one-hour unpaid meal period beginning at 1200.

**Note:** Switching the Planned working hours on 2/21/2022 to 2/17/2022 and vice versa is permitted since this is within the same 4-week cycle.

**Resolution:** A substitution needs entered to show employee is working 7.50 hours on 2/21/2022 (DWS 7123, 0730-1600 with an hour unpaid meal period from 1200-1300). A second substitution needs entered to show the employee is working 8.0 hours, not 7.50 hours on 2/17/2022 (DWS 8015, 0730-1600 with half hour unpaid meal period from 1200-1230).

SAP Maintain Time Data

**5**      List entry More

Personnel no. **1**

Name

EE group P Permanent Pers.area 16 Education

EE subgroup F7 Full-time 75 Cost Center 16PYRLDFLT PAYROLL DEFAULT

Working times Time quotas Time management data Special absences

Infotype Text Sta... Period

Absences (2001)  
 Attendances (2002)  
 **2** Substitutions (2003)  
 Time Transfer Specifications (2012)  
 Employee Remuneration Info (2010)

**3** Period  
 From 02/21/2022 To   
 Today  Current Week  
 All  Current Month  
 From Today  Last Week  
 Until Today  Last Month  
 Curr. Period  Current Year

Direct selection

Infotype Substitutions (2003) **4** STy 03 Workload

## To create a substitution:

1. Enter the EE's personnel #
2. Select the radio button beside the Substitution (2003) InfoType
3. Enter the effective date of the substitution
4. Enter the reason for the substitution, i.e., 03 for Workload
5. Select the Create (F5) icon to open the Create Substitutions (2003) transaction

# Appendices

## To create a substitution for 2/21/2022:

1. Enter the Start and End time (i.e., 0730-1600) of the schedule shift
2. Enter the Start and End time of the meal period (i.e., 1200-1300). The total hours of the break will populate in the Unpaid field after clicking the green check mark (Enter)
3. Select the Save (Ctrl+S) icon to save your changes

**Note:** The From and To dates and the reason for the substitution (subst. type) should have carried from the initial screen. If they did not carry over, you can update them on this screen before saving the record.

Personnel No: [redacted] Group: [redacted] Active: [redacted] Payr.area: Z3  
 EE group: P Permanent 16 Education ED Div Fed Prgms  
 EE subgrp: F7 Full-time 75 AA44 AFSCME A4 OT Admv Asst 1  
 From: 02/21/2022 To: 02/21/2022  
 Subst. type: 03 Workload Substitution hours: 7.50  
 Individual working time: Time 07:30 - 16:00 Previous day [ ]  
 Daily work schedule: Daily work schedule [ ] DWS grouping 99  
 Breaks: Work break schedule [ ]  
 1st break: 12:00 - 13:00 Paid [ ] Unpaid 1.00

## To create a substitution for 2/17/2022:

1. Enter the Start and End time (i.e., 0730-1600) of the schedule shift
2. Enter the Start and End time of the meal period (i.e., 1200-1230). The total hours of the break will populate in the Unpaid field after clicking the green check mark (Enter)
3. Select the Save (Ctrl+S) icon to save your changes

**Note:** The From and To dates and the reason for the substitution (subst. type) should have carried from the initial screen. If they did not carry over, you can update them on this screen before saving the record.

Personnel No: [redacted] Group: [redacted] Active: [redacted] Payr.area: Z3  
 EE group: P Permanent 16 Education ED Div Fed Prgms  
 EE subgrp: F7 Full-time 75 AA44 AFSCME A4 OT Admv Asst 1  
 From: 02/17/2022 To: 02/17/2022  
 Subst. type: 03 Workload Substitution hours: 8.00  
 Individual working time: Time 07:30 - 16:00 Previous day [ ]  
 Daily work schedule: Daily work schedule [ ] DWS grouping 99  
 Breaks: Work break schedule [ ]  
 1st break: 12:00 - 12:30 Paid [ ] Unpaid 0.50



# Appendices

## Example 2: Employee Requests to Observe the Holiday which falls on their AWSO

An F7 employee would like to observe the Day After thanksgiving (11/25/2022) which falls on their AWSO. The employee's supervisor has approved for the employee to switch the AWSO with another 7.50-hour scheduled day within the same cycle. **Reminder**, when switching an AWSO with another day, you cannot swap a 7.5-hour scheduled day with an 8-hour scheduled day. In addition, this switch **MUST** occur within the same cycle.

**Research:** A review of IT0007 reveals the employee is on an AWS work schedule.

Overview Planned Working Time (0007)

Personnel No: [redacted] **Permanent** Active Payr.area: Z3

EE group: P Permanent 16 Education ED Div Fed Prgms

EE subgrp: F7 Full-time 75 AA44 AFSCME A4 OT Admv Asst 1

Start: 01/01/1800 To: 12/31/9999

Start Date	End Date	WS rule	T.Empl.	MoHrs	Wk.hrs	Hrs/Da	Wk...	P	LI	AI
<input type="checkbox"/> 01/10/2004	12/31/9999	BA040155	9	100.00	163.00	37.50	7.50	5.00		01
<input type="checkbox"/> 01/09/2004	01/09/2004	BB192015	9	100.00	163.00	37.50	7.50	5.00		01

Select the current AWS WSR, then click on the *Choose* icon to review the work schedule in more detail

Work schedule

Personnel No: [redacted] **Permanent** Active Payr.area: Z3

EE group: P Permanent 16 Education ED Fed Prgms

EE subgrp: F7 Full-time 75 AA11 AFSCME A1 OT Clk Typst 3

Start: 01/10/2004 To: 12/31/9999 Chg.: 05/17/2006

**Work schedule rule**

Work schedule rule: BA040155 AWS 75 4 WK WSR Finder

Time Mgmt status: 9 - Time evaluation of planned times

Working week: Working week Saturday

Additional time ID: 01

**Working time**

Employment percent	100.00
Daily working hours	7.50
Weekly working hours	37.50
Monthly working hrs	163.00
Annual working hours	1956.00
Weekly workdays	5.00

The Work Schedule can be used to confirm when the AWSO will occur during the AWS cycle.

Select the *Work schedule* icon to open a calendar view of the work schedule. Note, the default view opens to the current month.



# Appendices

**Resolution:** A substitution needs entered to show employee is working 7.50 hours on 11/25/2022 (DWS 7123, 0730-1600 with an hour unpaid meal period from 1200-1300). A second substitution needs entered to reflect the AWSO on 11/23/2022 (DWS AWSO).

The screenshot shows the SAP 'Maintain Time Data' interface. At the top, there is a navigation bar with the SAP logo and the title 'Maintain Time Data'. Below this is a toolbar with a checkmark, a dropdown menu, and several icons, including a 'Create' icon (F5) highlighted with a red circle and the number 5. The main form area contains several fields: 'Personnel no.' (1), 'Name', 'EE group' (P Permanent), 'Pers.area' (16), 'Education', 'EE subgroup' (F7 Full-time 75), and 'Cost Center' (16PYRLDFLT PAYROLL DEFAULT). Below these fields are tabs for 'Working times', 'Time quotas', 'Time management data', and 'Special absences'. The 'Working times' tab is active, showing a list of infotypes. 'Substitutions (203)' (2) is selected. To the right, the 'Period' section shows 'Period' selected (3) with a 'From' date of 11/23/2022. Below this are radio buttons for 'Today', 'All', 'From Today', 'Until Today', 'Curr. Period', 'Current Week', 'Current Month', 'Last Week', and 'Current Year', along with a 'Choose' button. At the bottom, the 'Direct selection' section shows 'Infotype' as 'Substitutions (203)' (4) and 'STy' as '03 Workload'.

## To create a substitution:

1. Enter the EE's personnel #
2. Select the radio button beside the Substitution (203) InfoType
3. Enter the effective date of the substitution
4. Enter the reason for the substitution, i.e., 03 for Workload
5. Select the *Create* (F5) icon to open the Create Substitutions (203) transaction

# Appendices

**SAP** Create Substitutions (2003)

Personal work schedule Cost assignment More

Personnel No [redacted] Active Payr.area Z3

EE group P Permanent 16 Education ED Div Fed Prgms

EE subgrp F7 Full-time 75 AA44 AFSCME A4 OT Admv Asst 1

From 11/23/2022 To 11/23/2022

Subst. type 03 Workload Substitution hours 0.00

Individual working time

Time [ ] - [ ] Previous day

Daily WS class [ ]

Daily work schedule

Daily work schedule AWSO DWS grouping 99

Daily WS variant [ ]

## To create a substitution for 11/23/2022:

1. Enter "AWSO" in the Daily Work Schedule field
2. Select the Save (Ctrl+S) icon to save your changes

**Note:** The From and To dates and the reason for the substitution (subst. type) should have carried from the initial screen. If they did not carry over, you can update them on this screen before saving the record.

**SAP** Create Substitutions (2003)

Personal work schedule Cost assignment More

Personnel No [redacted] Active Payr.area Z3

EE group P Permanent 16 Education ED Div Fed Prgms

EE subgrp F7 Full-time 75 AA44 AFSCME A4 OT Admv Asst 1

From 11/25/2022 To 11/25/2022

Subst. type 03 Workload Substitution hours 7.50

Individual working time

Time 07:30 - 16:00 Previous day

Daily WS class [ ]

Daily work schedule

Daily work schedule [ ] DWS grouping 99

Daily WS variant [ ]

Breaks

Work break schedule [ ]

1st break 12:00 - 13:00 Paid [ ] Unpaid 1.00

## To create a substitution for 11/25/2022:

1. Enter the Start and End time (i.e., 0730-1600) of the schedule shift
2. Enter the Start and End time of the meal period (i.e., 1200-1300). The total hours of the break will populate in the Unpaid field after clicking the green check mark (Enter)
3. Select the Save (Ctrl+S) icon to save your changes

**Note:** The From and To dates and the reason for the substitution (subst. type) should have carried from the initial screen. If they did not carry over, you can update them on this screen before saving the record.



# Appendices

## Appendix D – AWS Absence Report

**Step 1:** Review PT\_BAL00 to view all employees that utilized certain leave types greater than their Daily Working Hours (7.5/8 hours). **Reminder,** leave types like ADMN and CIVL cannot be used in increments greater than the employee’s Daily Working Hours. If the employee is scheduled to work more than their Daily Working Hours, another leave type must be used to make up for additional scheduled hours. Example, F7 employee is scheduled to work 8.0 hours; 7.50 hours is charged to CIVL leave and 0.50 hours is charged to COMP leave.

The screenshot shows the SAP interface for 'Cumulated Time Evaluation Results: Time Balances/Wage Types'. The top toolbar contains an 'Execute' icon (a circular arrow) highlighted with a blue box and a red circle with the number 4. Below the toolbar are buttons for 'Further selections', 'Search helps', 'Sort order', and 'Org. structure'. The 'Period' section (1) has radio buttons for 'Today', 'Current month', 'Current year', 'Up to today', 'From today', and 'Other period'. The 'Other period' option is selected, with input fields for 'Period' and 'To'. The 'Selection' section (2) has input fields for 'Personnel Number', 'Personnel area', 'Organizational unit', and 'Time recording administrator', each with a 'Multiple Selection' icon (a square with an arrow) highlighted by a blue box. The 'Selection Conditions' section (3) has radio buttons for 'Day balances', 'Cumulated balances', and 'Time wage types'. The 'Time wage types' option is selected and highlighted with a blue box. There are also 'to' fields and 'Multiple Selection' icons for these conditions.

### To run the report:

1. Choose the Period to review
2. Enter the Selection criteria. To review multiple Personnel Numbers, Personnel Areas, etc., select the Multiple Selection icon
3. Enter the Time Wage Types that you wish to review. To review multiple time wage types, select the Multiple Selection icon
  - ADMN - 2830
  - CIVL - 2850
  - H - 2870
4. Run the report by clicking on the Execute icon



# Appendices

## Appendix E – How to Allocate Overtime Hours for a non-FTE Employee

### Example 1: Employee Works Overtime During their AWSO Week

An F7, A4 BU (AFSCME), employee worked on an off day and beyond their scheduled work shift within the same week. Per this employee's AWS Agreement,

"Time and one-half will be paid for work in excess of one-half hour beyond the scheduled workday or in excess of 40 hours in a workweek. Work scheduled on an employee's scheduled day off will not be considered the "first day off" for overtime purposes. Work performed on the first day off after the scheduled day off will be paid at the appropriate rate and work performed on the second day off after the scheduled off day will be paid at double time provided the employee worked the first day off. Premium rates for work on scheduled days off will be paid only if the employee worked each of the scheduled workdays in that week or has worked 40 hours in that workweek.

For overtime equalization purposes, overtime will be considered as any work in excess of the scheduled work shift except that performed on the scheduled day off".

**Research:** Review all hours reported as worked on the CATS for the pay period in which overtime was worked.

The screenshot shows the SAP CATS interface. The Personnel Number is 074200 and the Data Entry Period is 08/27/2022 - 09/09/2022. The Data Entry Area table is as follows:

LT	Act...	A/...	O..	Val. basis	P.P.	ID	Position	Total	SU	08/28	From	To	MO	08/29	From	To
								70.00		0.00	00:00	00:00		7.50	07:30	16:00
								12.00		10.00				2.00		
		RT						6.50		4.50	07:30	12:00		2.00	16:00	18:00
		RT						5.50		5.50	12:30	18:00				

EE is scheduled to work Monday through Thursday 0730-1600 (7.50 hours with an hour lunch). Friday is the EE's AWSO.

The EE worked 10 hours on an off day and 2 hours beyond their scheduled work shift.

### Reminders:

- Not all AWS agreements contain the same overtime allocation language. Each agreement should be reviewed for specific details.
- For overtime calculations, first evaluate each scheduled workday; off days should then be evaluated in the order in which they occur, as noted below:
  1. Order of calculations on a scheduled workday
    - a. All regular time and overtime hours
    - b. Worked 1<sup>st</sup> rest period
    - c. Worked meal period
    - d. Worked 2<sup>nd</sup> rest period
  2. Order of calculations on a regular day off (RDO)
    - a. All overtime hours
    - b. Worked rest period (based on start time of rest period (WBR) entry)
- When an AWSO occurs within the same week as OT, the hours to be paid out for the AWSO do NOT count as hours worked towards OT.

# Appendices

**Resolution:** Allocate the RT hours on the scheduled workday first. Since the 40-hour per week requirement has yet to be met, the first half hour worked beyond the scheduled workday is coded as T1 and the remaining hours are coded as T2. The employee met the 8-hour per day requirement on 8/29, so all hours worked beyond 8.0 hours would be eligible for time and one half.

Next, allocate the RT hours on the scheduled off day. Since the 40-hour per week requirement has yet to be met, the first 8 hours worked on the off day is coded as T1 and the remaining hours are coded as T2. The employee met the 8-hour per day requirement on 8/28, so all hours worked beyond 8.0 hours would be eligible for time and one half.

Personnel Number		Data Entry Period														
08/27/2022 - 09/09/2022																
Data Entry Area																
LT	Act...	A/...	O..	Val. basis	P P..	ID	Position	Total	SU	08/28	From	To	MO	08/29	From	To
								70.00		0.00	00:00	00:00		7.50	07:30	16:00
								12.00		10.00				2.00		
		T1						5.00		4.50	07:30	12:00		0.50	16:00	16:30
		T1						3.50		3.50	12:30	16:00				
		T2						3.50		2.00	16:00	18:00		1.50	16:30	18:00

## Time wage types

Data select. period 08/27/2022 - 09/02/2022

Number of Selected Employees: 1

Pers.No.	Employee/app.name	Period	Date	WT	Wage Type Long Text	Number
08/28/2022	2400	OT 1.0	8.00			
08/28/2022	2410	OT 1.5	2.00			
08/28/2022			10.00			
08/29/2022	2100	Normal working hours	7.50			
08/29/2022	2400	OT 1.0	0.50			
08/29/2022	2410	OT 1.5	1.50			
08/29/2022			9.50			
08/30/2022	2100	Normal working hours	7.50			
08/30/2022			7.50			
08/31/2022	2100	Normal working hours	7.50			
08/31/2022			7.50			
09/01/2022	2100	Normal working hours	7.50			
09/01/2022			7.50			
09/02/2022	2100	Normal working hours	7.50			
09/02/2022			7.50			
			49.50			

A review of all Time Wage Types via PT\_BAL00 for the week where the RT was allocated reflects that the OT will pay as expected.

- 8.0 hours of T1 and 2.0 hours of T2 on 8/28/2022
- 0.50 hours of T1 and 1.50 hours of T2 on 8/29/2022

**Note:** The hours to be paid on the AWSO are listed as Normal Working Hours.

## Day balances

Data select. period 08/27/2022 - 09/02/2022

Number of Selected Employees: 1

Pers.No.	Employee/app.name	Period	Current Date	TmType	Time type descript.	Number
09/02/2022	5160	Hrs for AWS Off Day	7.50-			
			7.50-			

A review of PT\_BAL00, using Day Balance 5160, confirms that the AWSO will pay out 7.50 hours as expected.

# Appendices

## Example 2: Employee Works Overtime During their non-AWSO Week

An F7, A4 BU (AFSCME), employee worked beyond their scheduled work shift. Per this employee's AWS Agreement,

"Time and one-half will be paid for work in excess of one-half hour beyond the scheduled workday or in excess of 40 hours in a workweek. Work scheduled on an employee's scheduled day off will not be considered the "first day off" for overtime purposes. Work performed on the first day off after the scheduled day off will be paid at the appropriate rate and work performed on the second day off after the scheduled off day will be paid at double time provided the employee worked the first day off. Premium rates for work on scheduled days off will be paid only if the employee worked each of the scheduled workdays in that week or has worked 40 hours in that workweek.

For overtime equalization purposes, overtime will be considered as any work in excess of the scheduled work shift except that performed on the scheduled day off".

**Research:** Review all hours reported as worked on the CATS for the pay period in which overtime was worked.

LT	Act...	AV...	O.	Val. basis	P P.	ID	Position	Total	MO 08/15	From	To	TU 08/16	From	To
								80.00	8.00	07:30	16:00	8.00	07:30	16:00
								2.00	2.00			0.00		
		RT						2.00	2.00	16:00	18:00			

EE is scheduled to work Monday through Friday 0730-1600 (8 hours with a ½ hour lunch).

The EE worked 2 hours beyond their scheduled work shift.

### Reminders:

- Not all AWS agreements contain the same overtime allocation language. Each agreement should be reviewed for specific details.
- For overtime calculations, first evaluate each scheduled workday; off days should then be evaluated in the order in which they occur, as noted below:
  3. Order of calculations on a scheduled workday
    - e. All regular time and overtime hours
    - f. Worked 1<sup>st</sup> rest period
    - g. Worked meal period
    - h. Worked 2<sup>nd</sup> rest period
  4. Order of calculations on a regular day off (RDO)
    - c. All overtime hours
    - d. Worked rest period (based on start time of rest period (WBR) entry)
- When an AWSO occurs within the same week as OT, the hours to be paid out for the AWSO do NOT count as hours worked towards OT.

# Appendices

**Resolution:** Allocate the RT hours on the scheduled workday. Since the 40-hour per week requirement has been met, all hours worked beyond the scheduled workday on 8/15/2022 are coded as T2.

LT	Act...	Al...	O..	Val. basis	P P..	ID	Position	Total	MO 08/15	From	To	TU 08/16	From	To
								80.00	8.00	07:30	16:00	8.00	07:30	16:00
								2.00	2.00			0.00		
		T2						2.00	2.00	16:00	18:00			

## Time wage types

Data select. period 08/13/2022 - 08/19/2022

Number of Selected Employees: 1

Pers.No.	Employee/app.name	Period	Date	WT	Wage Type Long Text	Number
419420	Tracy Lynn Roggenbom	202208	08/15/2022	2100	Normal working hours	7.50
419420	Tracy Lynn Roggenbom	202208	08/15/2022	2410	OT 1.5	2.00
			08/15/2022			9.50
419420	Tracy Lynn Roggenbom	202208	08/16/2022	2100	Normal working hours	7.50
			08/16/2022			7.50
419420	Tracy Lynn Roggenbom	202208	08/17/2022	2100	Normal working hours	7.50
			08/17/2022			7.50
419420	Tracy Lynn Roggenbom	202208	08/18/2022	2100	Normal working hours	7.50
			08/18/2022			7.50
419420	Tracy Lynn Roggenbom	202208	08/19/2022	2100	Normal working hours	7.50
			08/19/2022			7.50
						39.50

A review of all Time Wage Types via PT\_BAL00 for the week where the RT was allocated reflects that the OT will pay as expected.

- 2.0 hours of T2 on 8/15/2022

**Note:** Only the hours to be paid are reflected under Time Wage Types. The hours that are bucketed for the AWSO can be reviewed using Day Balance 5160.

## Day balances

Data select. period 08/13/2022 - 08/19/2022

Number of Selected Employees: 1

Pers.No.	Employee/app.name	Period	Current Date	TmType	Time type descrpt.	Number
419420	Tracy Lynn Roggenbom	202208	08/15/2022	5160	Hrs for AWS Off Day	0.50
419420	Tracy Lynn Roggenbom	202208	08/16/2022	5160	Hrs for AWS Off Day	0.50
419420	Tracy Lynn Roggenbom	202208	08/17/2022	5160	Hrs for AWS Off Day	0.50
419420	Tracy Lynn Roggenbom	202208	08/18/2022	5160	Hrs for AWS Off Day	0.50
419420	Tracy Lynn Roggenbom	202208	08/19/2022	5160	Hrs for AWS Off Day	0.50
						2.50

A review of PT\_BAL00, using Day Balance 5160, reflects the hours that are bucketed for the AWSO day.

**Note:** Hours that are bucketed for the AWSO are considered time worked for OT calculation purposes for the week in which they were worked.