**Time Alert 2006-18 - 06/29/2006**

Reminder:  A CHANGE OF A WORK SCHEDULE MAY HAVE AN IMPACT ON FUTURE DATED ABSENCE, ATTENDANCE AND/OR SUBSTITUTION RECORDS.  When placing employees on a new work schedule, via PA-61 - IT0007, or via a PA40 – Employment Condition Change, each future dated absence (IT2001), attendance (IT2002), and/or substitution (IT2003) record is displayed as a result of the work schedule change.  Each absence, attendance and/or substitution record MUST be reviewed to determine if the hours are still applicable.  If the start and end times and the hours are still applicable, the record can be resaved. If not, change the clock times and/or hours, or delete the record as appropriate.

Workflow is not triggered as a result of resaving, changing or deleting the absence, attendance or substitution record; therefore if the user does not have enough information to determine if the record is accurate, the supervisor should be consulted to determine the hours worked or not worked. Failure to resave, correct or delete records could result in incorrect quota deductions, and/or incorrect payment of hours worked, etc.

Future dated attendances should be rare, but if displayed, changes should be completed on CATS.  **NEVER** change attendances directly on IT2002.

Below are two examples of work schedule changes that had an impact on a future dated absence record:

* Example 1:   FUTURE DATED ABSENCE RECORD MUST BE RE-SAVED.

The employee’s current daily work schedule hours are 08:30 to 17:00.    The employee has a future dated absence for 14:00 to 17:00 for 3.0 hours.

A new work schedule is entered which changes the daily working hours to 07:00 to 15:30.  The future dated absence will be presented. The absence record must be resaved to re-evaluate the hours.  If the absence is not resaved, the absence remains 3.0 hours, when in fact the employee should only be charged 1.5 hrs (14:00 to 15:30) for the absence.

* Example 2:  FUTURE DATED ABSENCE RECORD MUST BE CORRECTED BEFORE RE-SAVING.

The employee’s current daily work schedule hours are 08:30 to 17:00. The employee has a future dated absence for 08:30 to 09:00 for .5 hours.

A new work schedule is entered which changes the daily working hours to 07:30 to 16:00.  The future dated absence will be presented.  If the employee will not report to work until 09:00, the start time on the absence record must be changed, and then resaved to re-evaluate the hours.   If the absence record is resaved without correcting the start time, the absence will remain as .5 hrs.  Because the start time on the original absence falls within the hours of the employees newly created daily work hours, the hours prior to 08:30 are not re-evaluated.

Absence and/or substitution records not resaved or changed during the work schedule change transaction can be corrected using a PA61or PA30 transaction.