TIME TRACKING JOB AID
Flexing a Work Schedule

THIS JOB AID OUTLINES DIFFERENT APPROACHES TO FLEXING A WORK SCHEDULE. THESE METHODS OF FLEXING TIME WILL PREVENT AUTOMATIC CALCULATIONS FOR DAILY OVERTIME. WEEKLY OVERTIME WILL STILL CALCULATE. IT IS EXPECTED THAT FLEXING IS USED BY NON-EXEMPT SALARIED EMPLOYEES ELIGIBLE FOR DAILY OVERTIME. EMPLOYEES NEED TO REQUEST APPROVAL FROM THEIR MANAGER PRIOR TO FLEXING THEIR SCHEDULE.

FLEX WORK CODE

Employees can use the time entry code “Flex Time Worked” to reflect flex time. Example below:

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worker Schedule</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Hours Worked</td>
<td>8</td>
<td>8</td>
<td>7</td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td>What to Enter on Calendar</td>
<td>8hrs worked in/out (DNP)</td>
<td>8hrs worked in/out (DNP)</td>
<td>7hrs worked in/out (DNP)</td>
<td>8hrs in/out</td>
<td>8hrs worked in/out (DNP)</td>
</tr>
<tr>
<td>Flex Time Worked</td>
<td>1hr flex time worked</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Here is how the above schedule displays in Workday:

Enter Time 05/25/2017

Status  Approved
Time Type  Flex Time Worked
In  04:00 PM
Out  05:00 PM
Out Reason  Out
Hours  1
AD HOC SCHEDULE CHANGE

My Team’s Schedule is a report used by the Time and Absence Initiate to view and make changes to one or more employees’ work schedule(s). This report is helpful for flexing, or making one off changes to a work schedule. To change a worker’s schedule, follow the steps below:

1. Access the My Team’s Schedule report from the search menu.
2. Select a Date and the Workers whose schedules you need to change.
3. To add an event, click Add Event.
4. To edit or delete an event, click the event and update the daily time block.

CHANGE WORK SCHEDULE

Scenario: Worker’s regular schedule is Monday - Friday 8am-4pm. Worker requests to change schedule for one week to Monday -Thursday 8am-6pm.

Current Workday work schedule: 100-5C8-MonTueWedThuFri

Desired temporary work schedule: 100-4C10-MonTueWedThu

Steps:

1. Access the Assign Work Schedule task.
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.
4. Select a Work Schedule Calendar.
Once the end date has passed, the worker’s default work schedule will again be active.

For more details on process review the Assign Work Schedule User Guide.