Workday@OK

GUIDE TO USING 9/80 SCHEDULES IN WORKDAY@OK

Requirements for using a 9/80 schedule

Workday@OK's ability to configure a split schedule has limitations. Therefore, there are certain requirements that HR must be aware of before utilizing the 9/80 schedule. Please review the below requirements for using 9/80.

1. The most important thing to recognize is that the 9/80 schedule breaks at noon. This means hours entered are calculated from noon of the prior day to noon of the following day.

2. The employee's FLSA work is noon Monday to noon Monday or noon Friday to noon Friday. This is important to know because this is the time frame in which hours are calculated for comp or overtime.

3. **Employees must adhere to the schedule assigned to them in Workday@OK.** This schedule should not be used for those with fluctuating days off.

4. To be on a 9/80 schedule, you must be positive reporting. Exception reporting can't be used with this schedule.

5. There cannot be payroll hours over the 40 hours worked, including all comp leave, sick leave etc. Claiming leave while working on schedule days should not be a standard business practice.

6. Employees must manually enter their holiday hours. If those hours occur on their split day, they must use the Holiday Split Day time reporting code.

Best practices for time tracking with a 9/80 schedule

FLSA workweeks and time entry
9/80 workweeks either go from noon Monday to noon Monday or noon Friday to noon Friday. Thus, if an employee enters eight hours of leave for a Monday, they will receive an error. This is also important for understanding how comp time and hourly rates are calculated.

Time codes and time in and out
The easiest way to avoid manual entry and other challenges with a 9/80 schedule is use the correct time and absence codes.

Employees must use a code marked with the word **Split** or **Split day** (i.e., Hours Split (In/Out), Admin Leave Worked Split, Annual leave - Split Day, etc.).

This will give them an option to add their **Time In** and **Time Out**. The system doesn't require they record mealtimes; however, your agency can require it.

This does not mean they must officially clock in and clock out. They can fill these fields out at any time. This simply means that they would enter time utilizing the clock hours, rather than total hours per day.

Holidays and leave on split days
In Workday@OK, time off doesn't recognize the daybreak. Therefore, to record holiday, annual or sick leave on the split day, you will need to add an additional four hours on Thursday's schedule to give them 13 hours and then you can go to the absence calendar to enter in the leave on Thursday.

If the employee is going to be out longer than a few hours on Friday, we recommend altering their schedule to reflect the time off prior to entering their time.

You can use the comment feature to record accurate dates for auditing purposes.