

Flexible Schedule Time Entry Instructions for Hourly Employees

Working a flexible schedule, also known as a compressed or alternative work schedule may result in fluctuations to hours of compensation between pay periods. It may also result in minor loss of leave accruals due to the same fluctuation of paid hours between pay periods.

Note: Hours Worked are always recorded on the day they are actually worked.

Why Is There a Problem With Leave Accruals?

You earn a maximum of 10 hours (or 13.334 hours after 15 years) of annual leave and 9.34 hours of sick leave when you work or take paid leave for all the standard working hours in the pay period. Accruals are based on paid hours reported on the timesheet. Working extra hours in a pay period does not increase your leave accruals beyond this maximum allowed by state law. When you are paid for less than the standard hours for a pay period, your leave accrual is prorated. Flexible schedules may introduce this outcome.

Example:

You are granted a flexible work schedule of four, 10-hour days per week (Monday -Thursday, with Friday off). The following charts illustrate how pay may fluctuate between pay periods. The charts also illustrate how leave accrual may fluctuate, and the “fix” the employee must enter on the timesheet to get full leave accruals (i.e. Flexible Schedule category). For each of these charts, the pay period ends on the 21st and begins on the 22nd.

Timesheet week under a “normal” schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	18 th	19 th	20 th	21 st	22 nd	23 rd	24 th
Hours Worked		8	8	8	8	8	
Flexible Schedule							

End of First Pay Period (18th – 21st) shows 24 hours paid

Start of Second Pay Period (22nd – 24th) shows 16 hours paid

Timesheet week under a “flexible” schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	18 th	19 th	20 th	21 st	22 nd	23 rd	24 th
Hours Worked		10	10	10	10		
Flexible Schedule							

End of First Pay Period (18th – 21st) shows 30 hours paid

Start of Second Pay Period (22nd – 24th) shows 10 hours paid; notice that Friday the 23rd has no paid time.

Both timesheets pay for 40 hours of work between the two pay periods. The amount is different for each paycheck because of the pay period when the hours are worked. Because of the variation in hours, for the purposes of leave accruals, the second pay period has fewer than normal hours (see yellow cell). This would result in slightly smaller leave accruals in the second pay period.

The Flexible Schedule “Fix” for Pro-rated Leave Accruals

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	18 th	19 th	20 th	21 st	22 nd	23 rd	24 th
Hours Worked		10	10	10	10		
Flexible Schedule						6	

First Pay Period (18th – 21st) shows 30 hours paid. The system calculates your full sick and annual leave accrual since your hours met or exceeded the regular hours for that pay period.

Start of Second Pay Period (22nd – 24th) shows 10 hours paid. The system sees less than a full amount of paid time for that part of the week. **The Flexible Schedule time (6 hours shown in the chart) must be included on Friday, the 23rd for full leave accruals.**

If another day is your day “off” you would record the Flexible Schedule on the day off. “Hours Worked” may be any paid time recorded – the principle and fix is the same. The Flexible Schedule category **is not paid**, it is only used for leave accrual.

How to Calculate The Amount of Flexible Schedule Time to Enter

The easiest way is to wait until the end of the pay period when all your paid time is entered (this includes hours worked, leave, holidays, administrative leave).

Compare the total number of paid hours entered with the regular hours for the pay period. Enter any shortfall due to your compressed schedule as “Flexible Schedule”.

Note: If you had leave without pay during a pay period, you do not record Flexible Schedule since you should not be accruing leave for the unpaid hours.

Example:

The pay period has 176 regular hours. Your timesheet only has 170 total hours when all paid time is entered. If the difference is a result of time worked in another pay period from a compressed schedule, enter 6 hours as Flexible Schedule.

Additional Notes

- Flexible work schedules only result in possible leave accrual issues during a work week that is split between two pay periods.
- You only need to record Flexible Schedule hours as needed in weeks that cross between two pay periods. You record Flexible Schedule time directly on the timesheet.
- Failure to properly complete the timesheet when flexible schedule time is needed due to a compressed work week may result in lower leave accruals.
- It is the employee’s responsibility to record flexible schedule hours when needed to ensure full leave accruals.

Contact USD Human Resources at 605-658-3660 or hr@usd.edu for more information or with questions about the process.