



# FRS – Daylight Savings Time (DST): FALL

## Mctime Tasks:

- Identify the FRS Shift (A/B/C) working over DST.
- On the 1<sup>st</sup> Thursday (due to pay period close processing) of the pay period where DST displays, Mctime will adjust the schedules for the identified shift of FRS employees. For the Saturday event, Mctime will change the schedule *from 7a – 7a to 7:30a - 6:30a* for a 24 hour shift.
  - Use **FRS Pay Rule Assignment genie** with the identified FRS Shift “X” hyperfind > Sort on Schedule Group column.
  - For each Schedule Group except **FRS x Shift Saturday Kelly**, highlight the employees in that group > select Schedule > by Group Tab.

Timecard | Schedule | People | Reports

SCHEDULE EDITOR

Loaded: 10:59AM

Show: Previously Selected Employee(s) Edit

Time Period: 10/19/2014 - 11/01/2014, Range of Dates Refresh

BY EMPLOYEE BY GROUP

Save Actions Shift Pay Code Accrual Amount Group View

Name	Expected PP Hrs	Totals	Sun 10/19	Mon 10/20	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25	Sun 10/26	Mon 10/27	Tue 10/28	Wed 10/29	Thu 10/30	Fri 10/31	Sat 11/01
<b>FRS C Shift-Friday Kelly</b>		0.00	MS Clear - F7a - 7a				7a - 7a			7a - 7a			7a - 7a			7a - 7a
ANKENY, JOEL A	96.0	120.00	MS Clear - F7a - 7a				7a - 7a			7a - 7a			7a - 7a			730a - 630a
<b>FRS C Shift-Monday Kelly</b>		0.00		KELLY DA												7a - 7a
ALDERTON, STEVEN C	96.0	96.00		KELLY DA												730a - 630a
<b>FRS C Shift-Thursday Kelly</b>		0.00						KELLY DA								7a - 7a
ALFARO, JORGE E	96.0	96.00						KELLY DA								730a - 630a
<b>FRS C Shift-Tuesday Kelly</b>		0.00	MS Clear - F7a - 7a													7a - 7a
ANDERSON, SCOTT	96.0	120.00	MS Clear - F7a - 7a													730a - 630a

- Select the Saturday DST cell at the Group Schedule level (not individual names)
  - Change shift from 7a-7a to **7:30a – 6:30a** (for 24 hour shift) > SAVE > Answer **YES** to Workforce Central question “Would you like to apply to the individual group members” for a global change > SAVE
- Mctime will perform a Group Edit to the timecards for these employees to have 25 hours Worked so they receive 1 hour of Unapproved OT.
    - Using the same genie/hyperfind from 2a, highlight the employees > Amount > Add
    - window opens > pay code = Hours Worked, Amount (HH.hh) = 25 > effective date = event date (Saturday) > Leave box checked = Stop pay from schedule > OK > Timecard > refresh. **Note:** Employees should now have 24 regular hours and 1 hour of Unapproved OT.

Timecard | Schedule | People | Reports

FRS PAY RULE ASSIGNMENT

Last Refreshed: 10:59AM

Show: FRS\_C Shift

Time Period: Current Pay

Actions Amount Accruals Schedule Person

Employee Name	Division	Schedule Group
ANKENY, JOEL A	FRS 45 Operations Division...	FRS C Shift-Friday Kelly
ARNOLD, MARK L		
BADALIAN, NICHOLAS T		
BENEDICT, SCOTT DAVID		
BURNS, KEITH A.		
CARPENTER, DANIEL C		
COOKE, WILLIAM P		
CORTE, PETER J		
CROMWELL, LORENZO S		
DOWLING, MATTHEW NIC...		
EDWARDS, GREGORY D		
FEISSNER, JOHN R		

Add Amount

Pay Code: Hours Worked

\*Amount (HH.hh): 25.0

\*Effective Date: 11/01/2014

Transfer:

Stop pay from schedule

Comments →

- Use General > Group Edits to check all transactions occurred.
- Mctime, after changing the shift start/stop time and performing the group edits, will notify the FRS Closeout Team to approve the Unapproved OT for the day and review the day for all worked & all scheduled employees.





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## FRS Tasks:

**NOTE: Do NOT do Group Overtime Approval for additional hour worked for DST until after all leave types and CSBO utilized for that day has been reviewed and timecards have been adjusted as necessary.**

- 1) Approve Overtime either by Individual or Group
- 2) Using **FRS Check OT Genie** with the Identified **FRS x Shift** and the **Specific date** of the event (Saturday start for 24 hr shift). Sort on Unapproved OT column.
- 3) Highlight the **FRS x Shift** employees with one (1) hour of OT > Approve > Refresh to reset the genie with most current data – should no longer have employees with Unapproved Overtime in the column. Can also verify using General > Group Edit Results
- 4) Use the FRS Genies with hyperfinds and search for troubleshooting scenarios

## SCENARIOS

FRS Closeout Team will review the following scenarios and adjust accordingly:

- a) Employee is scheduled & takes a full day of Personal or Administrative Leave:  
Use 24 hours of leave  
Remove 1 hour Overtime
- b) Employee is scheduled & takes partial day of leave:  
Pay for hours worked  
The amount of leave imported from Telestaff remains. Both should equal to the shift, either 24 or 10 hours (normal shift)
- c) Employee is on Split shift:  
Worked Day Side (10 hrs) & took leave Night Side (14 hrs) - Not entitled to OT for night side leave (hours worked plus leave hours should equal shift total hours)  
Leave Day Side (10 hrs) and Worked Night Side (14 hrs) – Entitled to an extra hour of OT that occurred during the night side
- d) Employee is not scheduled & works a full shift of OT:  
Pay OT for Actual Hours Worked (25)  
Approve the overtime for these employees
- e) Employee is not scheduled & works a partial shift of OT night side:  
Pay OT for Actual Hours Worked  
Approve the overtime for these employees
- f) Employee is on CSBO:  
Leave 24 hours of CSBO  
1 hour of Overtime was added  
OK to Approve 1 hour of overtime
- g) Employee is working CSBW on their Saturday Kelly Day:  
OK to record 24 hours worked – No OT for DST
- h) Employee is CSBW with leave code:  
Ok to record 24 hours of CSBW leave – No OT
- i) Employee works on their Saturday Kelly Day:  
Pay OT for Actual Hours Worked (25)  
Or Pay OT Actual Hours Worked if part of day (15 hours for Night Side)
- j) Employee does not work on their Saturday Kelly Day:  
If populated, need to delete the hour of OT (hard to ID ECC with Saturday Kelly)
- k) Employee is using Stand By Pay (SBP pay code):  
Pay SBP for actual hours in SBP status (25 for full shift or 13 for 12 hour FEI night shift.)
- l) Management ( Battalion Chief & higher) **NOTE:** Overtime is only a straight rate of 1.0

