



FRS – Daylight Savings Time (DST): SPRING

FRS TASKS:

- 1) FRS Closeout Team will add 1 hour of Admin Leave – Other with Reason Code – FRS063DS
- 2) FRS Closeout Team will use FRS Genies with Hyperfinds to review the scenarios and adjust accordingly:

Identify the FRS Shift (A,B,C) working over DST.

- 1) Use the FRS Pay Period Close Genie with the optional hyperfinds and Time Period of specific date of DST:
All Home
Dept 45 – FRS (All employees)
FRS A/B/C Shifts
FRS ECC – All
- 2) Sort on column headings: Total Reg Hours, Total OT Hours, and Leave Used to determine who is entitled to the 1 hour of DST.
- 3) Highlight the employees.
- 4) Click on the Amount > ADD & the Add amount window opens.
- 5) Select the Pay Code: Admin Leave – Other.
- 6) Enter Amount: 1.0
- 7) Effective Date: (i.e. 3/7/2015) **Note:** Reported on Saturday's shift (Sat 3/7 at 7am – Sun 3/8 at 6:59am)
- 8) Select drop down arrow, click on Search, then click on the reason code radio button, search for "FRS063DS", highlight to add, OK.
- 9) UNCHECK the box with the note "Stop pay from schedule."
- 9) Click on the General Tab > Group Edit Results to verify the change was successful.
- 10) Look at the timecard (may need to click on Actions > Refresh to show the change immediately).

FRS NOTES & Lessons Learned:

- It is recommended that the process above be completed as soon as possible after the Sunday FRS Import, generally by 8:15am.
- FRS cannot decide which is better when doing the task in advance:
 - Pro - If done early, you can try to do all of them before the Manager Approval – because Group Edits do not work if the Manager has already approved the timecard, or
 - Con - If you do early, you encounter problems with those timecards where leave was used – this will cause double entry for that day.
- In 2014 the Group Edit was begun later on Saturday, but more than half the shift had approved their timecards. The remainder were done on Sunday, but had to go back to those timecards where leave was used and make corrections. FRS will determine what works best for them internally.





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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 Admin Leave
- b) Employee is scheduled & takes partial day of leave/ or split shift:
 - 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)
Note: Worked Day Side (10 hrs) & took leave Night Side (14 hrs) - Not entitled to Admin Leave for night side leave (hours worked plus leave hours should equal shift total hours). **Reminder:** If admin leave was applied first, it reduces hours worked – an adjustment is required.
Leave Day Side (10 hrs) and Worked Night Side (14 hrs) – Entitled to an hour of Admin Leave that occurred during the night side
- c) Employee is not scheduled & works a full shift of OT:
 - Pay for Actual Hours Worked (23) – No Admin Leave
 - Approve the overtime for these employees
- d) Employee is not scheduled & works a partial shift of OT night side:
 - Pay for Actual Hours Worked – No Admin Leave
 - Approve the overtime for these employees
- e) Employee is on CSBO:
 - Leave 24 hours of CSBO
- f) Employee is working CSBW on their Saturday Kelly Day:
 - Record 24 hours worked – No Admin Leave
- g) Employee is CSBW with leave code:
 - Record 24 hours of CSBW leave – No Admin Leave
- h) Employee works on their Saturday Kelly Day:
 - Receives 23 hours of Overtime (Paid for Actual Hours Worked – No Admin Leave)
 - Or Pay 13 hours for Night Side (Paid for Actual Hours Worked – No Admin Leave)
- i) Employee does not work on their Saturday Kelly Day:
 - If populated, need to delete the hour of Admin Leave **Note:** It is hard to ID ECC employees with Saturday Kelly
- j) Employee is using Stand By Pay (SBP pay code):
 - Pay SBP for actual hours in SBP status (23 for full shift or 12 for 12 hour FEI night shift.)
- k) Management (Battalion Chief & higher)
NOTE: Overtime is only a straight rate of 1.0

