



People First!

System Enhancement: Enhancements for Extended FLSA Period Employees (28-day, 160-hour FLSA Period) 10/28/06

October 27, 2006

ID Number: SE 10

Suggested Audience:

Agency Personnel Officers

Overview – The following enhancements are being implemented for 28-day cycle employees:

- **Flex Schedule screen** has been enhanced to allow these employees to establish their work schedule over the entire 28-day period:
 - The end date can still be projected into the future, however, it must coincide with the last day of the employee's 28-day period for that future period.
 - To save their schedule, these employees must account for the full 160-hours.
 - Schedule **MUST** be created before time is submitted for approval!
 - Flex schedules cannot be created for a period that has approved time, whether the entire period is approved, or just part of the period!
 - Once a flex schedule is approved, the employee will not be able to change the flex schedule. To modify the flex schedule at this time, either the employee's manager or an agency HR professional must modify the flex schedule.
 - All future dated flex schedules for 28-day employees will be deleted on 10/27/06 after 7:00 P.M. EST in order to ensure a complete and accurate implementation of the Flex Schedule changes for these employees.
- **Payroll Changes** resulting from Flex Schedule changes:
 - Leave without pay (LWOP) will only be considered for payroll calculations if present for the entire period (LWOP PAR).
 - For new hires and terminations occurring in the middle of the period, the employees will be paid based off of their scheduled hours for that pay period.
 - For mid-period transactions, employees will be paid based on hours for that pay period. This could result in employees being paid more than standard contract hours.
- **Overtime Calculation** for 28-day employees has been enhanced to include On-Call. As with all overtime calculations, the entries must be made and approved through the timesheet process to be included.

Effective Date of Enhancements:

- **Flex Schedule screen and Overtime Calculation** enhancements are effective dated based on the 28-day cycle. The following are the effective dates for each of the 28-day, 160 hour cycles:
 - **Cycle 1** – Flex Schedule enhancements are effective with the FLSA period of 11/03/06 – 11/30/06.
 - **Cycle 2** – Flex Schedule enhancements are effective with the FLSA period of 11/10/06 – 12/07/06.

- **Cycle 3** – Flex Schedule enhancements are effective with the FLSA period of 11/17/06 – 12/14/06.
- **Cycle 4** – Flex Schedule enhancements are effective with the FLSA period of 10/27/06 – 11/23/06.
- **Cycle 5** – Flex Schedule enhancements are effective with the FLSA period of 11/03/06 – 11/30/06.

- **Payroll changes** are date effective based on the pay period. The effective dates for payroll changes (as described above) are as follows:
 - **Monthly Employees:** All payroll changes are effective 11/01/2006.
 - **Biweekly Employees:** Payroll changes are effective based on the cycle, see below:
 - **Cycle 1 and Cycle 5** – Payroll changes are effective 11/03/06.
 - **Cycle 2 and Cycle 4** – There are no biweekly employees on either of these cycles.
 - **Cycle 3** – Payroll changes are effective 11/17/06.

Agency Responsibilities Prior to Release:

- Work with your 28-day employees who are currently using People First to set their schedule through the FLSA period ending before the effective date of these changes. For example, for Cycle 1 employees, the employee’s flex schedule should be established through 11/02/06 prior to the implementation of this release.
 - **IMPORTANT:** Once this release is implemented on 10/28/06, 28-day employees will ONLY be able to create flex schedules starting with the FLSA periods listed above. Flex Schedule changes will NOT be allowed for earlier pay periods once this change goes into production.
- Work with your 28-day employees and their managers to establish their 28-day schedules after this release is implemented.

The following chart is a summary of the information provided above:

<u>FLSA Cycle</u>	<u>FLSA Period</u>	<u>Effective Date of Payroll Changes</u>		<u>Effective Date of Flex Schedule</u>	<u>Prior to Release, Establish Flex Schedule Through:</u>
		<u>Biweekly</u>	<u>Monthly</u>		
C1	11/03/06 – 11/30/06	11/03/06	11/01/06	11/03/06	11/02/06
C2	11/10/06 – 12/07/06	Not Applicable	11/01/06	11/10/06	11/09/06
C3	11/17/06 – 12/14/06	11/17/06	11/01/06	11/17/06	11/16/06
C4	10/27/06 - 11/23/06	Not Applicable	11/01/06	10/27/06	10/26/06
C5	11/03/06 – 11/30/06	11/03/06	11/01/06	11/03/06	11/02/06

If you have any questions related to this change, please contact your agency’s DMS change management lead.