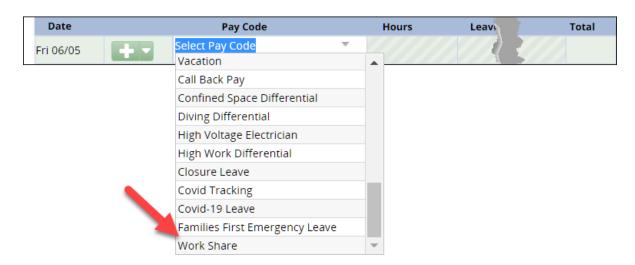
Tracking Work Share Hours in EmpCenter

Enter work time as usual (clock or work in/out), then enter the Work Share pay code to each week to account for the total number of hours worked prior to the FTE reduction.



The amount of Work Share entered each week depends on the **new** FTE. The examples below assume an original FTE of 1.0:

Old FTE	New FTE	Worked Hours (Clock or Work In/Out)	Work Share Hours	Total Hours
1.0	0.80	32	8	40
1.0	0.75	30	10	40
1.0	0.70	28	12	40
1.0	0.65	26	14	40
1.0	0.60	24	16	40

Work Share can be entered daily or once per week, depending on your schedule:

Date		Pay Code		Hours	Leave	Total
Mon 06/01	+ -	Work In/Out	₩.	08:00 am		8.00
				05:00 pm		
	+ -	Meal	~	1.00		0.00
Tue 06/02	+-	Work In/Out	₩	08:00 am		8.00
				05:00 pm		
	+ -	Meal	~	1.00		0.00
Wed 06/03	+ -	Work In/Out	₩	08:00 am		8.00
				05:00 pm		
	+ -	Meal	₩	1.00		0.00
Thu 06/04	+-	Work In/Out	₩	08:00 am		8.00
				05:00 pm		
	+ -	Meal	~	1.00		0.00
Fri 06/05	+ -	Work Share	₩	8.00		8.00
					-	40.00

Date		Pay Code		Hours	Leave	Total
Mon 06/01	+7	Work In/Out	~	08:00 am		6.00
				03:00 pm		,
	+ -	Meal	₩	1.00		0.00
	+ -	Work Share	₩	2.00		2.00
Tue 06/02	+-	Work In/Out	~	08:00 am		6.00
				03:00 pm		
	+ -	Meal	~	1.00		0.00
	+-	Work Share	₩	2.00		2.00
Wed 06/03	+ -	Work In/Out	~	08:00 am		6.00
				03:00 pm		
	+ -	Meal	~	1.00		0.00
	+ -	Work Share	₩	2.00		2.00
Thu 06/04	+-	Work In/Out	~	08:00 am		6.00
				03:00 pm		
	+ -	Meal	₩	1.00		0.00
	+-	Work Share	~	2.00		2.00
Fri 06/05	+-	Work In/Out	~	08:00 am		6.00
				03:00 pm		
	+ -	Meal	7	1.00		0.00
	+-	Work Share	~	2.00		2.00
						40.00

Supervisors

When approving timesheets that include Work Share hours, the Total Hours column will only include work time (clock or work in/out). Work Share hours will be listed in the Leave Hours column. For example, an employee with a .75 FTE in a month with 168 work hours will show 126 hours in the Total Hours column, 126 hours in the Regular Hours column, and 42 hours in the Leave Hours column:

