


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.

Date	Pay Code	Hours	Leave	Total
Fri 06/05	Select Pay Code			
	Vacation			
	Call Back Pay			
	Confined Space Differential			
	Diving Differential			
	High Voltage Electrician			
	High Work Differential			
	Closure Leave			
	Covid Tracking			
	Covid-19 Leave			
	Families First Emergency Leave			
	Work Share			



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 05:00 pm		8.00
	Meal	1.00		0.00
Tue 06/02	Work In/Out	08:00 am 05:00 pm		8.00
	Meal	1.00		0.00
Wed 06/03	Work In/Out	08:00 am 05:00 pm		8.00
	Meal	1.00		0.00
Thu 06/04	Work In/Out	08:00 am 05:00 pm		8.00
	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		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	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:

Approve Current Timesheet for Period Ending 06/15/2020											
Employee ID	Name	Assignment	Policy Profile	Total Hours	Regular Hours	OT Hours	Leave Hours	Exceptions	Submitted	Approval	
999999999	Beaver, Benny	Office Specialist 1-018950-C30126-00	Classified Hourly	126.0	126.0	0.0	42.0	No	No	<input type="checkbox"/> Approve	